

**Ride Avenue Pre School Committee**  
**Minutes- 13th May 2024 6pm @ Ride Avenue Preschool**

**Acknowledgement:**

We begin today by acknowledging the Traditional Custodians of the land on which we gather today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

**Present: Sarah Jacka, Rachael Frampton, Cristie, Briony, Cecilia Ladd**

**Apologies: Sarah Hill, Lianna Ramage**

**Meeting opened: 6:10pm**

**Actions from previous meeting (10 minutes):**

OHS and Incident reporting documentation and facility assessment.	Lianna/Briony	In progress.
Pulse survey to be added into the calendar of events for end Term 2 and earlier in Term 4.	Cec	In progress.
Lianna to coordinate EOI for Parental Involvement.	Lianna	In progress.
Rach and Lianna to set up a time to complete Briony's PDP.	Lianna	In progress.
Jodie to organise more chip bark. Best to organise delivery for just prior to the working bee.	Jodie	In progress
Briony to make a laminated instruction guide for the use of the lawn mower.	Briony	In Progress
Briony to follow up on the water contamination/ rusty pipe	Briony	In progress
Briony to continue to organise hosting of the parenting sessions.	Briony	Completed
Working Bee date to be changed to 19th May. Sarah to coordinate trailers and communication via Dojo.	Sarah H	Completed
Lianna to communicate with Briony re committees decision for children to attend parenting sessions should they have no other childcare arrangements.	Lianna	Completed.
Lianna to email staff re constructing a working bee jobs list.	Lianna	Completed.
Lianna to email Jodie re soft fall delivery.	Lianna	Completed.
Cec to organise for ratified policies to be published to the website and added to Google Drive	Cec	In progress
Cec to email out policies for ratification at May meeting: - Fees and Enrolment	Cec	Completed

- Orientation		

	Discussion	Actions Arising
<b>Acknowledgement of previous minutes</b>	<p><b>Motion: To accept previous meeting minutes as is.</b></p> <p><b>Moved: Cec                      Seconded: Sarah Jacka</b></p>	
<b>Business arising from actions</b>	-	
<b>Correspondence In</b>	<ul style="list-style-type: none"> <li>- Opportunity to participate in the GOWRIE project.</li> <li>- Testimonial for Ideas 2 Outcomes</li> </ul>	
<b>Correspondence Out</b>		
<b>Financial Reports</b>	<p>April 2024 Financials reviewed.</p> <p>Lianna to insert the Google Drive link into the agenda for the previous month.</p> <p>Top up funding has been settled, financials should now even out and provide a true reflection of monthly revenue to allow for budgeting, and to understand the implications of the current staffing model.</p>	Lianna to insert the Google Drive link into the agenda for the previous month
<b>Centre Manager Report</b>	<p>Briony to provide written update</p> <p>Sunnie is off indefinitely, Lisa is backfilling, and potentially Linda if it gets too much.</p> <p>ELYAT- access issues are no longer, summative assessments, relief required proposal has been provided to Cristie and Deb for consideration.</p> <p>Handover</p> <p>Wombat 3yo group is a challenge</p> <p>SRF Funding request for more funds to support a staff member to support the Wombat.</p>	<p><b>Briony to provide Centre Manager update.</b></p> <p><b>Briony to follow up SRF with DET.</b></p>
<b>OHS Update</b>	Nil to report	

<b>Incident Reports</b>	Two incidents have been recorded- no further action from the Committee required.	
<b>Policies</b>	<ul style="list-style-type: none"> <li>- Fees Free Kinder Policy</li> <li>- Enrollments Policy</li> </ul> <p><b>Motion: that the two policies listed are adopted as per versions circulated</b>  <b>Mover: Cecilia                      Seconder: Rachael</b></p>	<p><b>Briony and Cec to work on the policy process and present a new policy process to the next meeting.</b></p> <p><b>Key practice points presentation at staff meetings.</b></p>
<b>Facility</b>	<ul style="list-style-type: none"> <li>- Repair to whipper snipper. May need to purchase a new whipper snipper. Need quotes.</li> <li>- Water/ pipe/ rust - awaiting Greg's response.</li> <li>- Future planning for the garden.</li> <li>- Landscape architect for outdoor and playground extension</li> <li>- Playground inspection needs to be organised.</li> </ul>	<b>Rachael to follow up to find a Landscape architect and playground inspection.</b>
<b>Quality Improvement Plan (QIP)</b>	<ul style="list-style-type: none"> <li>- Folder is missing- Area 1</li> <li>-</li> </ul>	
<b>Strong Governance capability</b>		
<b>Strategic Plan Focus Area: Financial Systems and Sustainable Systems and processes</b>		
<b>Strategic Plan Focus Area: Professional Staff (HR Support) and building governance capacity</b>		
<b>Strategic Plan Focus Area: Engagement and Communication with Families</b>		
<b>Strategic Plan Focus Area: Curriculum Development review</b>		
<b>Strategic Plan Focus Area: Meeting future requirements</b>		
<b>Grants</b>	<ul style="list-style-type: none"> <li>- Briony has submitted a grant application for Community Grants through BRRC for the Winton Wetlands excursion.</li> </ul>	
<b>Fundraising Report</b>	<p><b>Sarah Jacka attending with fundraiser update.</b></p> <p>Term 1 Fundraiser - Jessica Rose Photos- Completed, earnt \$2225, and Easter Raffle \$796</p>	<b>Sarah J to do a thanks and promotion of JRLifestyle photography</b>

	<p>Feedback on the photo fundraiser, Monday pm and Saturday, had 12 free spots, \$600 non refundable, 3050 photos purchase total fundraising: \$2225</p> <p>Thank you follow up for Jessica Rose Lifestyle</p> <p>Term 2 - Picture plates this term</p> <p>Term 3 - Large fundraiser e.g. trivia night. Trivia Bus trip?</p> <p>Term 4 - Graduation Event/Family celebration</p> <p>Fundraising for replacement of the deck and completing the mural.</p>	<p><b>Sarah J to do a Lessons Learnt Fundraising review for future use.</b></p>
<p><b>Training</b></p>		
<p><b>AOB</b></p>		

**Next meeting: 3rd June 2024**

**Meeting closed: 7:29pm**

<b>Project register- For noting or new information only</b>	<ul style="list-style-type: none"> <li>● Stephanie Alexander Kitchen Garden- Staff</li> <li>● Arts and indigenous plantings</li> <li>● New Shed</li> <li>● Infrastructure improvement- nappy change / reconfiguration etc – In progress.</li> <li>● Shade sail- sensory garden</li> </ul>
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