

Ride Avenue Pre School Committee

AGENDA- 4th March 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: Rachael Frampton, Cec Ladd, Sarah Hill, Deb Kelly, Briony Mount, Andreas... , **Jodie McGee**

Apologies: Emily Bartleman

Meeting opened: 6:07 PM

Actions from previous meeting (10 minutes):

Cec to develop new procurement and purchases policy as well as a template for the development of such resources.	Cec	In progress.
Cec to work with Briony on an annual plan for activities and tasks- eg. Enrolments open, close, classes allocated, parent meetings.	Cec	In progress.
Need to locate the incident logbook for each meeting.	Briony	Completed.
Lianna to develop an OHS and Incident report form. Staff to start completing these records. Cec to develop an incident form. Need to find out who conducts the OHS facility assessment.	Lianna	In Progress.
Lianna to review the constitution for the change in financial year dates.	Lianna	Completed
Briony to contact two companies to arrange quotes for skylight.	Briony	In progress.
Lianna to email the DoA to all staff again. Cec to develop a policy to support this document and implementation.	Lianna	Completed.
Lianna needs to update the constitution to reflect the changes for end of financial year and update the CAV.	Lianna	Completed.
Lianna to look into some options for digital incident form.	Lianna	Completed
Everyone to look for OHS register	Everyone	Completed
Pulse survey to be added into the calendar of events for end Term 2 and earlier in Term 4.	Cec	In progress.
Briony following up on login to EYALT.	Briony	Completed - Deb still having trouble logging in.
Cec to finalise meeting attendance policy.	Cec	In progress - feedback given from Rach.

Briony to follow up with Judd's re nappy change area and require a door onto the toilet.	Briony	Completed.
Cec to create a sustainability policy.	Cec	Completed.
Cec to add morning tea dates to "Dates to Remember" flyer.	Cec	Completed.
Lianna to send PULSE report out with minutes from meeting.	Lianna	Completed.
Rach to discuss with Georgie and Erina to discuss with Glenn re treasurer.	Erina and Rach	In progress.
Lianna to make EOI for Parent Engagement sub-committee.	Lianna	In progress.
Cec to update the policy for staff communication of issues with the committee.	Cec	Completed.
Cec to finalise flyer - Night at the Northo	Cec	Completed.
Welcome BBQ organisation.	Briony, Cec, Sarah	Completed.
Rach and Lianna to set up a time to complete Briony's PDP.	Rach and Lianna	In progress.
Erina to follow up with Lisa and Andrea.	Erina	Completed.
Lianna to speak Dempsey and Sarah re fundraising sub-committee. Need to discuss with Siobhan and Nikki re photos.	Lianna	Completed.
Rach to look into Tomorrow Today Grant	Rach	Completed.

	Discussion	Actions Arising
Acknowledgement of previous minutes	<p>Motion: Approve meeting minutes from Feb.</p> <p>Moved: Sarah H Seconded: Cec</p>	
Business arising from actions	<ul style="list-style-type: none"> - Discussion around OHS processes. - Incident reporting online: <ul style="list-style-type: none"> - QK Playground App - Xplor - Decision to currently use the same system of paper incident forms with a digital record kept through the spreadsheet created by Lianna in Google Drive to track trends in incidents. - Grant funding apply for mural in outdoor space. - Funding could be utilised for Winton Wetlands excursion. 	<p>Lianna to send through the training details from ELAA OHS training to Briony.</p> <p>Briony to remind parents about the Night at the Northo.</p>

Correspondence In	<ul style="list-style-type: none"> - Erina re missing PDEPs - ELAA newsletters (training opportunities below): <ul style="list-style-type: none"> - ECEC OHS learning event – 26 March 2024 - ‘Responsibilities of the Committee of Management in managing staff’ - 18th March - Sarah Hill re Gardening Update and families who attended a working bee. 	
Correspondence Out	<ul style="list-style-type: none"> - Welcome Newsletter (Saved in Newsletter folder under QA6 folder) 	Lianna to send welcome newsletter with the minutes from this meeting.
Financial Reports	<ul style="list-style-type: none"> - No financial reports available due to earlier meeting date. - Meeting with trendsight later this month. - Need to follow up with the Department of Education re the funding from 2023. We continue to be funded at the lower rate due to an administrative issue as a result of the different groups with different time allocations. 	Briony to email Andreas with some details regarding the funding issues.
Centre Manager Report	See centre manager report attached to minutes.	Lianna to email out reports through from Briony. Cec to set up Term 2 dates to remember to get sent out soon. Lianna to email Erina re incorporating the EOI for parent engagement into the communication survey.
OHS Update	Refer to OHS log	Lianna to look into the EAP options for childcare centres.
Incident Reports	Refer to incident log	
Policies	Policies to be Reviewed: <ul style="list-style-type: none"> - Environmental sustainability - Meetings Policy 	Cec to continue to review policies to be ratified in April.

	<p>New policy to be constructed and reviewed:</p> <ul style="list-style-type: none"> - Behaviour Management Policy <p>Motion to ratify the following policies:</p> <ul style="list-style-type: none"> - Privacy and Confidentiality - Inclusion and Equity <p>Moved: Cec Seconded: Lianna</p>	
<p>Facility</p> <ul style="list-style-type: none"> - Gardening - Maintenance - Other 	<ul style="list-style-type: none"> - Installation of skylight - Repair to whipper snipper. May need to purchase a new whipper snipper. - Water leak - awaiting Greg's response. - Gate latch on front gate broken. Needs installation. - Need more than one trailer for the working bees. When advertising working bees, put a call out for someone to bring a trailer to the working bee. - Future planning for the garden. - Door in 4yo room is jamming. Need a plane to take off some of the bottom of the door. 	<p>Lianna to attach the report from the working bee.</p> <p>Jodie to organise more chip bark. Best to organise delivery for just prior to the working bee.</p> <p>Briony and Erina to send a thank you out in the newsletter and on Dojo from the working bee.</p> <p>Briony to make a laminated instruction guide for the use of the lawn mower.</p> <p>Briony to follow up on the water leak.</p> <p>Jodie to organise Chris to fix the gate latch and the door in 4yo room.</p>
<p>Quality Improvement Plan (QIP)</p>	<ul style="list-style-type: none"> - Need to start back on the QIP template. To be reviewed when curriculum documentation is completed. 	
<p>Strong Governance capability</p>	<ul style="list-style-type: none"> - Training Available: https://elaa.org.au/learningbrought2life/program/ 	

Strategic Plan Focus Area: Financial Systems and Sustainable Systems and processes		
Strategic Plan Focus Area: Professional Staff (HR Support) and building governance capacity	-	
Strategic Plan Focus Area: Engagement and Communication with Families	Plan to survey parents around communication and engagement. Offer to host parenting sessions through the Kinder through Upper Murray Family care - "Bringing up Great Kids". Will run in Term Two.	Briony to continue to organise hosting of the parenting sessions.
Strategic Plan Focus Area: Curriculum Development review	See centre manage report for Draft.	
Strategic Plan Focus Area: Meeting future requirements	- Ensuring financial viability and consolidating the work from 2023 is the priority currently.	
Grants		
Fundraising Report	Term 1 Fundraiser - Jess Rose booked for Autumn next year. Term 2 - picture plates Term 3 - Large fundraiser e.g. trivia night. Term 4 - Graduation Event/Family celebration Fundraising for replacement of the deck and completing the mural.	
Training	See above.	
AOB		

Next meeting: 8th April, 6PM

Meeting closed:

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