



## ANNUAL GENERAL MEETING AGENDA 2023

**Venue: 15 RIDE AVE, BENALLA VIC 3672**

**Date: 13TH NOVEMBER, 2023**

**Time: 6PM**

**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:**

**Apologies:** Nikki Jones, Brooke Robertson

	Discussion	Actions Arising
<b>Acknowledgement of previous AGM minutes</b>	<b>Motion: Acknowledgement of previous annual general meeting minutes.</b> <b>Moved: Cecilia Ladd</b> <b>Seconded: Alyce Currie</b>	
Business Arising from Minutes		
<b>Presentation of Reports</b>	<b>President Report (Rachael)</b> <ul style="list-style-type: none"> <li>• Focus on establishing Ride Ave as a sustainable independent Kinder.</li> <li>• CoM made up of people from within the community (not always parents). Manages the organisational structure, finance, human resources and strategic vision.</li> </ul>	

- This year we have developed a new HR structure to create more clarity around the roles and delegations of responsibility as the main purpose of the renewed structure. As part of this, two additional roles have been created - Centre Manager and Educational Lead.
- Expressed gratitude to all CoM members this year.
- Special acknowledgement to Sally Hughes who has been on the CoM for 8 years. She has held nearly every role on the committee and we thank her for the dedication to the Kinder. We have nominated you for an ANZUK award as a result of your exceptional work over the last 8 years.
- CoM will continue to work on the finance and documentation structures in the next 12 months and will support staff in working through the challenges of a new structure.
- Full report to be emailed out with minutes.

**Treasurer Report (Sarah H)**

- Numbers provided are a draft from our new bookkeepers.
- This year we have engaged professional bookkeeping services through Trendsight.
- Moving forward we will be in a strong financial pos with a clear system of accountability a
- See financial report emailed with minutes for exact figures of balances and changes.
- Probooks accounting completes the audit each year of the books and will complete the next one soon.
- Recommendation to align the financial year (October 30) of the kinder with the June/July financial year.
- A thank you to Briony Mount for supporting the financial systems internally and supporting the work of the CoM in relation to the strategic plan.
- When finalised copy of the report/budget is completed it will be provided to the CoM at a later date.

**Motion to change the financial year to align with the normal financial year of the 1st July to 30th June.**

**Moved: Rachael**

**Seconded: Sarah H**

**Motion to move the financial report.**

**Moved: Rachael**

**Seconded: Lianna**

**Enrolment Report + Introduction of staff in attendance (Briony)**

- Briony was the successful applicant for the Centre Manager role.
- Briony has been involved in the Kinder for more than 10 years. Started on the committee and then moved into administration prior to this new role.
- Next year there are 75 children enrolled. 45 four year olds and 30 3 year olds across the week.
- 9 permanent staff.

**Staff Report (Deb and Cristy)**

- Introduction of Deb (Mrs Deb) who has been at Ride Ave for the past 5 years.
- Thanked the staff for their work this year.
- Four year olds have had a busy year:
  - stem challenges
  - learning about different countries and artists
  - maths and literacy.
- Emergent program that adapts to students interests.
- Incursions/Excursions:
  - Melbourne Museum visit
  - Sargent Sensible
  - Wild Action Zoo
  - Thingle Turtle
  - Art Gallery
  - Rocket Park
  - Wangaratta Road Safety
- Thank you for entrusting you children into our care.
- Cristy introduced.

	<ul style="list-style-type: none"> <li>● 3 groups this year for 3yo and next year moving to a 2 group model.</li> <li>● Packs contain orientation schedules.</li> <li>● Gradual orientation with initial play and stay and building up to a 5 hour session in the 4th week of term to allow students to settle into the Kinder.</li> <li>● Play based program that works towards building early literacy and numeracy skills and helps nurture the individual skills and needs of the children.</li> <li>● Dress up for wildlife day in addition to the incursions listed above.</li> <li>● Looking forward to beginning the learning adventure with the 2024 3yos.</li> </ul> <p><b>Fundraising Report (Siobhan)</b></p> <ul style="list-style-type: none"> <li>● Report to be emailed with minutes from the meeting.</li> <li>● Raised \$5000 approximately for the Kinder.</li> <li>● Used the funds this year to make improvements to the yard, new supplies as well as an excursion for the students to attend at Winton Wetlands.</li> </ul>	
<p><b>Election of new committee</b></p>	<p>All committee positions are declared vacant.</p> <ol style="list-style-type: none"> <li>1. Nominations open for president:  Sarah nominated Rachael, seconded by Alyce.  Accepted by Rachael.</li> <li>2. Nominations open for vice president:  Rachael nominated Cec, seconded by Sarah J.  Accepted by Cec</li> <li>3. Nominations open for secretary:  Alyce nominated Lianna, seconded by Sarah J.</li> </ol>	

	<p>Accepted by Lianna</p> <ol style="list-style-type: none"><li>4. No nominations for treasurer.</li><li>5. Nominations open for General Committee<ul style="list-style-type: none"><li>● Sarah H</li><li>● Sarah J (interested in being part of the fundraising committee)</li><li>● Emily</li></ul></li></ol>	
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**Meeting Closed: 6:51 pm**