

## Ride Avenue Pre School Committee

### AGENDA- 8th April 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:** Cecilia Ladd, Sarah Hill, Lianna Ramage.

**Apologies:** Rachel Frampton, Briony Mount.

**Meeting opened: 6:06pm**

**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	Done
Cec to work with Briony on an annual plan for activities and tasks- eg. Enrolments open, close, classes allocated, parent meetings.	Cec	Done
OHS and Incident reporting documentation and facility assessment.	Lianna/Briony	In progress.
Briony to contact two companies to arrange quotes for skylight.	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.
Cec to finalise meeting attendance policy.	Cec	Done
Lianna to make EOI for Parent Engagement sub-committee.	Lianna	In progress.
Rach and Lianna to set up a time to complete Briony's PDP.	Rach and Lianna	In progress.
Lianna to send through the training details from ELAA OHS training to Briony.	Lianna	Done
Lianna to email Erina re incorporating the EOI for parent engagement into the communication survey.	Lianna	In progress
Lianna to look into the EAP options for childcare centres.	Lianna	Completed
Cec to continue to review policies to be ratified in April.	Cec	None for April - others are done,
Jodie to organise more chip bark. Best to organise delivery for just prior to the working bee.	Jodie	In progress
Briony and Erina to send a thank you out in the newsletter and on Dojo from the working bee.	Briony/Erina	Completed
Briony to make a laminated instruction guide for the use of the lawn mower.	Briony	In Progress

Briony to follow up on the water leak.	Briony	In progress
Jodie to organise Chris to fix the gate latch and the door in 4yo room.	Jodie	Completed.
Briony to continue to organise hosting of the parenting sessions.	Briony	In progress

	Discussion	Actions Arising
<b>Acknowledgement of previous minutes</b>	<p><b>Motion: To accept previous meeting minutes as is</b></p> <p><b>Moved: Lianna Rammage                      Seconded: Cecilia Ladd</b></p>	
<b>Business arising from actions</b>	<ul style="list-style-type: none"> <li>- Dates to remember to be kept within the Newsletter and Dojo dates to remember at reminders, as i think having another Dates to Remember PDF is just another thing. Overkill.</li> <li>- Cec to double check what policies are due for review for next meeting.</li> <li>- Lianna to create a survey for Erina to review for Parent Engagement, that utliises a questionnaire that asks for their level of engagement, the things they want to do at minimal to high level engage,net, as well as the type of “person” you are and what you want to bring.</li> <li>- Lianna will just find a time to set up a PDP time with Briony.</li> </ul>	
<b>Correspondence In</b>	<ul style="list-style-type: none"> <li>- Respectful Relationships PD available again in May if they fit into the professional development plans for this year. <a href="#">link to the registration page.</a></li> <li>- Nic Currie re bringing up great kids program logistics. Nic does not have child care options for the program evenings but would love to attend. The committee feels that it would be exclusionary to not allow kids to attend. A space can be set up to keep them occupied. Need to state in the invitation/advertising that parents need to get in touch with the Kinder if they are having difficulties with childcare arrangements but don’t advertise that kids are welcome as too many may hinder the experience.</li> <li>- Communication re funding processing for the kinder through DET.</li> <li>- Communication re working bee date falling on Mothers day.</li> <li>- Briony emailed two quotes for nappy change stations. The first valued at \$1352.89 and the second at \$1417.00. The second option has a higher weight limit and the recommendation from staff.</li> </ul> <p><b>Motion: To approve the staff recommendation for the grocorp nappy change station.</b></p> <p><b>Moved: Lianna                      Seconded: Sarah</b></p>	<p><b>ACTION: Lianna to communicate this decision regarding children attending the program.</b></p> <p><b>ACTION: Moving bee changed to 19th May. Sarah will create the tile to print and will contact Briony to change the date on DOJO. Include in the tile and on DOJO about the need for trailers at the working bee.</b></p> <p><b>ACTION: Lianna to email staff to create a working bee task list by Wednesday 15th May.</b></p>

		<b>ACTION: Lianna to email Jodie reminding about the soft fall needing delivery prior to 19th May. Friday afternoon would be ideal.</b>
<b>Correspondence Out</b>	- End of TERM 1 newsletter. Saved in newsletter folder on Google Drive.	
<b>Financial Reports</b>	Financial Report for Feb will be sent out with minutes.	
<b>Centre Manager Report</b>	Centre Manager Report to be sent with minutes.	
<b>OHS Update</b>		
<b>Incident Reports</b>	See centre manager report.	
<b>Policies</b>	<p>Policies have been uploaded to google drive. Enrolment policy uploaded for review.</p> <p><b>Motion to ratify the DOA policy, Positive Behaviour Policy and the meeting attendance policy.</b>  <b>Moved: Cec Seconded: Lianna</b></p> <p>To be ratified next meeting:</p> <ul style="list-style-type: none"> <li>- Fees Policy</li> <li>- Enrolment and Orientation.</li> </ul>	<p><b>ACTION: Cec to email Briony to publish ratified policies on website and the google drive.</b></p> <p><b>ACTION: Cec to email out the Fees and Enrolment and orientation policies for review prior to next meeting.</b></p>
<b>Facility</b>	<ul style="list-style-type: none"> <li>- Gardening</li> <li>- Maintenance</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>- Repair to whipper snipper. May need to purchase a new whipper snipper. Need quotes.</li> <li>- Water leak - awaiting Greg's response.</li> <li>- Future planning for the garden.</li> </ul>
<b>Quality Improvement Plan (QIP)</b>	-	
<b>Strong Governance capability</b>		
<b>Strategic Plan Focus Area: Financial Systems and Sustainable Systems and processes</b>		

Strategic Plan Focus Area: Professional Staff (HR Support) and building governance capacity		
Strategic Plan Focus Area: Engagement and Communication with Families		
Strategic Plan Focus Area: Curriculum Development review		
Strategic Plan Focus Area: Meeting future requirements		
Grants	- Briony has submitted a grant application for Community Grants through BRRRC for the Winton Wetlands excursion.	
Fundraising Report	<p>Term 1 Fundraiser - Jess Rose booked for Autumn next year.</p> <p>Term 2 - picture plates</p> <p>Term 3 - Large fundraiser e.g. trivia night.</p> <p>Term 4 - Graduation Event/Family celebration</p> <p>Fundraising for replacement of the deck and completing the mural.</p>	<b>ACTION: Lianna to email Sarah/Dempsey for a fundraising update.</b>
Training		
AOB		

**Next meeting: 13th May**

**Meeting closed: 7:20 PM**

<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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