

Ride Avenue Pre School Committee

AGENDA- 14 FEBRUARY 2023 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: Siobhan Higgins, Rachael Frampton, Sarah Hill, Brooke Robertson, Alyce Currie, Cristie Fletcher, Stacey Evans, Erina McKean, Sally Hughes Deb Kelly, Briony Mount, Celia Ladd, Lee Barr, Jess Fitzgibbon, Liana Ramage, Nikki Jones, Jess Dox.

Apologies: Sarah Jacka, Dempsey Marchbank

Meeting opened: 6:07pm

Welcome to the committee of 2023

- Working with Children required (Bring if you already have one)
- Code of Conduct (sign and return to Briony) (or acknowledge via email)
- Contact details (Name, Email and Phone)

1. Previous Minutes:

Motion: Minutes of previous meeting (December 2022) accepted.

Moved: Alyce Currie

Second: Sally Hughes

CARRIED

2. Correspondence:

- **CAV- payment required to submit new Model Rules- has been submitted.**
- **DET- Correspondence regarding confirmation of 3yo and 4yo**

Actions arising from previous meeting:

1	Request a larger yellow, red, and green bin	Briony	Complete
2	Plumbing- toilet repairs C+S	Briony	Complete
3	TT Stepping Stones Grant – Stephanie Alexander Kitchen Garden Grant	Deb and Cristie	In progress
5	Send Hands on learning details to Sally	Siobhan	In progress
6	Purchase Fridge	Briony	Complete
7	Request a calendar of events/ fundraising/ incursions/ excursions from staff and Committee to communicate with families	All	In progress

8	Develop a Fundraising Calendar for 2023	Siobhan	In progress
9	Obtain a BBQ for the fundraising	All	In progress
10	Consider which strategic pillar working groups you have capacity to support for the next 12 months	All	In progress

3. Finance

Financials as at 31 January 2023.

Term deposits- need to consolidate the deposits and investigate future term deposit. Asset Register.

Held over to next meeting in February, to be scheduled quarterly- February, May, August, November.

Moved:

Second:

CARRIED

4. Staff Update

Quarterly risk/ Issues audit – March/ June/ Sept/Dec

Welcome BBQ, afternoon teas, Professional Development Days- Aboriginal cultural competency and learning, Stacey is heading off on holidays, Student from FCJ for work experience. Labour Day Holiday. Equip standards, quality area 7, and strategic plan. QR code and survey monkey link to feedback survey on governance/ leadership.

5. Policies

Handover complete

Reformatting

Website has been updated.

No Motion required as no policies were reviewed.

6. Gardening

Mowed, cleaned the gutters, weed spraying completed.

Working bee is required for pruning, weeding, staining- Possum, Wombat 19 March 2023- 9am-11am

7. Marketing

Website is updated.

Sharing key resources on FB and working via MCH and PEEP

8. Grants

Benalla Rural City- Wall mural and planting- linking in with identity and who we are- Brooke Robertson and Liana to work on the application.

Tomorrow Today- Stephanie Alexander Kitchen Garden.

Project register

Stephanie Alexander Kitchen Garden- Staff

Arts and indigenous plantings- Brooke

New Shed

Storage

Infrastructure improvement- nappy change / reconfiguration etc.

Shade sail- sensory garden.

9. Fundraising

Fundraising Plan 2023 currently being developed. Nikki offered to support Siobhan.

Sarah to approach Coles/ Woolworths for support for the BBQ.

Need to find a BBQ- Sally to find out if she has one that could be utilised.

General business

10. Maintenance

Maintenance book- needs to be filled in and will be worked through at the working bees, all staff required to report or attend to urgent issues for more immediate action.

Drainage issue in the playground caused by damage to the storm water- Plumber required to fix the stormwater and the brown water.

11. Strategic planning and future proofing Ride Avenue Preschool

Establishment of leads/ clusters for priorities

Priority actions for next 12 months	Progress
<ul style="list-style-type: none">• Upgrade our website	Complete
<ul style="list-style-type: none">• Seek Financial advice and support for our financial systems and processes to ensure financial accountability	Alyce and Sarah
<ul style="list-style-type: none">• Establish small working group to draft the vision, values and identity statements• Engage with Committee and all staff for their feedback• Communicate final version at the AGM	Complete
<ul style="list-style-type: none">• Seek HR support and advice from ELAA to explore possible models for staff structure	Rachael to engage ELAA Liana
<ul style="list-style-type: none">• Prioritise the systems and processes that are required to be documented	Sarah/ Alyce
<ul style="list-style-type: none">• Review and adopt Model rules• Review committee structure, and clarify roles, and responsibilities	New Model rules Completed. Rachael/Liana
<ul style="list-style-type: none">• Develop a plan for our engagement approach to proactively communicate with families• Ensure inclusion of the children's voice and engagement in our educational program	Brooke (Lead), Jess, Sarah, Cristie and Deb and Siobhan
<ul style="list-style-type: none">• Clarify the announced and potential future changes to requirements• Brainstorm potential models• Investigate what other Kinders are doing to meet requirements	Briony, Celia, Rachael

12. Other Business

Training opportunities- promote training opportunities through ELAA and other organisations.

13. Action Register

1	Send an electronic copy of the Committee Code of Conduct to all members and request that they acknowledge receipt and agreement to the Code of Conduct	Briony/ Liana
2	Complete the Calendar of events	All
3	Send Hands on learning details to Sally	Siobhan
4	Promote the working Bee- Possum, Wombat 19 March 2023- 9am-11am	DoJo
5	Develop a Fundraising Calendar for 2023	Siobhan
6	Obtain a BBQ for the fundraising	All
7	Drainage issue in the playground caused by damage to the storm water- Plumber required to fix the stormwater and the brown water.	Briony
8	All committee members to send a copy of their Working With Children Check	All

Next meeting: Tuesday 14 March 2023 6pm, Ride Avenue Preschool (Meetings are the 2nd Tuesday of the Month at Ride Avenue Kinder at 6pm unless otherwise stated)

Meeting closed: 7:42pm

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