



ALDGATE KINDERGARTEN

Governing Council Minutes | Meeting #5 | 2019



Meeting held 12th August 2019
at Aldgate Kindergarten

Meeting opened at 6:40pm
Minutes: Matt Johns

	Details	Action Required
Present	Sandra Cook (Chair), Bianca Stanbridge, Cathy Willoughby-Tuma, Ben Burns, Kim Carracher, Isabelle Danforth-Smith, Rebecca Infante, Matt Johns, Amanda Romain.	
Apologies		
Welcome		
Previous Minutes	Minutes of the previous meeting were tabled. Motion: "The minutes (dated 17th June 2019) be accepted as a true and correct record of the proceedings." Proposed: Sandra Seconded: Isabelle Carried unopposed.	
Correspondence	In – Parents Say Magazine (August 2019). 12 August 2019 e-mail re 'change to Stirling Pageant theme'. Out –	
Business Arising	<p>Mid-year event – fine art/soup night Positive feedback with a good turnout. Lots of pumpkin soup! Bianca to note for next year:</p> <ul style="list-style-type: none"> - to have a notice board with soups parents will bring. - suggest that soups are brought pre-warmed. <p>Social events for families 27 July – lovely catch up organised by Kim at Patch. Next catch up could be by school for next year. Bianca to review.</p> <p>Yoga sessions Tues/Wed Amanda from 'Little Lights Yoga' will come on 21 August for a free opt-in trial. Currently half full. Will then decide whether to offer as an incursion for both groups with weekly sessions.</p> <p>Add 'parent comments' to learning journals Hayley is working on this. For now, just adding a comments slip.</p> <p>Information on 'being kind' to be sent home Work in progress. A 'kindness tree' will start being used from tomorrow.</p> <p>Invitation to Cynthia and Anita (Peramangk) Bianca currently unable to get in contact with Cynthia and Anita. Isabelle and Bec to give their contacts to Bianca.</p> <p>Circle of Trust information to be sent to families Child protection information sent home today. Will continue to be sent home as the curriculum is worked through.</p>	<p>Bianca to plan to build family connections by primary school.</p> <p>All staff to add comments slips to journal pages. Bianca to follow up sending home 'being kind' info.</p> <p>Bianca to follow up Peramangk visit. Isabelle and Bec to notify Bianca of their contacts.</p>



ALDGATE KINDERGARTEN

Governing Council Minutes | Meeting #5 | 2019



<p>Reports</p>	<p>Directors Report – a verbal report was provided:</p> <ul style="list-style-type: none"> - New preschool QIP being launched in September. There will be a new 'Challenge of Practice' for learning outcomes. - Propose a Student free day on Wednesday 18 September 2019 to work on this. Approved. - Draft QIP will need to be approved by the 4th November meeting. - There will be a combined staff meeting with all Kindergarten staff tomorrow afternoon to revisit documentation re literacy and numeracy. - Learning environments – kikuyu lawn is struggling. Rebecca Mumford from Greenhill living said all Kindy's lawns are struggling this winter. Bianca is investigating options. Matt and Ben may have some contacts to assist with lawn advice. - Bianca planning transition days for next years' intake. GC to provide feedback on what worked well for their family's transition as well as their child. - Transition to school – Bianca checking how many Reception kids going to local schools to help make connections and plan to support transition. <p>Motion: "That the Director's verbal report be received." Proposed: Sandra Seconded: Kim Carried unopposed.</p> <p>Treasurer's Report – The finance report was tabled at the meeting. The P&L and Balance Sheet for June were tabled at the meeting.</p> <ul style="list-style-type: none"> - Balance sheet and P&L for July are unavailable as the Global Budget Journal haven't been received. - Current outstanding debt for 2019 of \$7,485. - Annual fee review – Bianca is currently benchmarking fees with other Kindy's in the area – possibility of raising fees by \$10/term for 2020 to ensure excursion/incursion costs are covered. <p>Motion: "That the Finance report, including associated reports, be accepted." Proposed: Isabelle Seconded: Rebecca Carried unopposed</p> <p>Playgroup Report – none tabled</p>	<p>Bianca to communicate Student free day 18 September 2019.</p> <p>GC members to provide transition feedback to Bianca.</p> <p>Bianca to benchmark fees with other Kindy's.</p>
<p>Policy Review</p>	<p>Motion: "That the Bushfire procedures and Bushfire response plan be approved". Proposed: Isabelle Seconded: Amanda Carried unopposed</p> <p><i>Policies were distributed for review by the next meeting: 1) Sustainability Policy, 2) Nutrition and Food Policy, 3) Behaviour Guidance, and 4) Safety Policy.</i></p>	<p>GC members to provide feedback re policies by Friday 30 August so that Bianca can edit and distribute prior to next meeting.</p>
<p>WHS</p>	<p>Cathy undertaking WHS level 2 training at the end of the year.</p>	



ALDGATE KINDERGARTEN

Governing Council Minutes | Meeting #5 | 2019



	Completed some risk assessments: Camp fire, equipment, walking the bandicoot trail, glue guns, and outside supervision of the kindy. Risk assessments to be done: Snakes, and Cleland.	
New Business	<p>1 – Christmas pageant 1 December 2019 4pm – change of theme. Suggest the theme should just be ‘Christmas’. Bianca to e-mail the Hut.</p> <p>2 – Book week No dress up parade this year – children will be invited to bring their favourite book and vote on their favourite shortlisted book.</p>	Bianca to e-mail the Hut theme ‘Christmas’.
GC Meetings	Term 3 9 September Term 4 4 November, 2 December (dinner meeting / celebration)	
Meeting Closed	7:55pm	
Next Meeting	Mon 9 September, 6:30pm	