



# ALDGATE KINDERGARTEN

## Governing Council Minutes | Meeting #3 | 2019



Meeting held 20<sup>th</sup> May 2019  
at Aldgate Kindergarten

Meeting opened at 7:30pm  
Minutes: Matt Johns

|                         | Details  | Action Required   |
|-------------------------|--|---|
| <b>Present</b>          | Sandra Cook (Chair), Bianca Stanbridge, Cathy Willoughby-Tuma, Matt Johns, Isabelle Danforth-Smith, Amanda Romain, Kim Carracher, (Ben Burns).   |   |
| <b>Apologies</b>        | Rebecca Infante  |   |
| <b>Welcome</b>          | Motion: "The nomination for member Ben Burns be accepted."<br>Proposed: Bianca   Seconded: Sandra   Carried unopposed.   |   |
| <b>Previous Minutes</b> | Minutes of the previous meeting were tabled.<br>Motion: "The minutes (dated 18 March 2019) be accepted as a true and correct record of the proceedings."<br>Proposed: Matt   Seconded: Sandra   Carried unopposed.   |   |
| <b>Correspondence</b>   | <b>In</b> – email from SAASPC re merit selection training session for interested Governing Council members (30/5/19). Bianca advised this is not required for our Council this year as her director's contract is not up for renewal until 2020.<br><b>Out</b> – none  |   |
| <b>Business Arising</b> | <p><b>Online RAN training reminder</b><br/>All members advised they have completed the training.</p> <p><b>Planned upcoming events</b><br/>Planning for the mid-year event is in progress for a fine art/soup night. The Curator is ready to go! There is nothing for Council to do at this stage. Bianca to send a letter with an invitation to provide soup.<br/>There will be an excursion next week and the other a week later.</p> <p><b>Social events for families</b><br/>During the holidays, three families attended the first event, and two or three the second event. All agreed it was worth doing again next holidays. Patch café could be a good option, and class messages can be sent out via Seesaw. Bianca is also happy to open the toilets if families would prefer a weekend/holiday catch-up at the Kindy. Sandra agreed to organise the next event.</p> <p>Student free day next Wednesday is going ahead in partnership with pre-schools in the area. A Council member received a parent query as to why the student free day was on Wednesday; not Friday. Bianca advised it was held on a day to suit all Kindy's in the Partnership as it is a combined professional development day.</p> <p><b>Upcoming pupil free days</b><br/>LDAR – Wednesday 29<sup>th</sup> May.<br/>Marte Meo training (Tuesday 20<sup>th</sup> August) is not happening.</p> | <p>Bianca</p> <p>Sandra to organize and email Bianca information to send to families</p> <p>Bianca will report on the professional learning at next meeting</p> |



# ALDGATE KINDERGARTEN

## Governing Council Minutes | Meeting #3 | 2019



|                |  |  |
|----------------|--|--|
| <b>Reports</b> | <p><b>Director Report</b> – a verbal report was provided:</p> <ul style="list-style-type: none"><li>- Last year DfE schools started using the new SIP planning template. Kindy’s already had NQS (National Quality Standards) Quality Improvement Plans so were not required to change, however for 2020 DfE Kindy’s will need to use an adapted SIP. The school’s SIPs are data driven i.e. a curriculum improvement plan, and includes a traffic light system. Bianca attended the first of three sessions to work with other preschool directors from across the state to inform the Preschool Improvement Cycle template that all sites will need to use for 2020.</li><li>- Bianca attended STEM training today, as a follow up to the STEM Play Inquiry Project 2017 and STEM Bridge project 2018. There was a sneak-peek of the STEM in the Early Years resources that will soon be launched (stories from sites involved in the two STEM projects) and a session to train participants to deliver professional learning sessions to other educators.</li><li>- Staffing is going well. Hayley is doing the co-director role. Bridget is acting director at JB Cleland and likely to continue in this or other leadership roles. Jenifer is a new teacher on Tuesday’s, who can work as both a teacher and an early childhood worker which helps with continuity of educators.</li><li>- Bianca has been chasing some quotes for clear outdoor blinds – at the far end of the veranda to assist with keeping this area warm and cosy.</li><li>- Bianca is also looking to have a gazebo built at the back near the swing area which would work well for musical instruments and dramatic play.</li><li>- Wet weather overalls have been purchased (Muddlarks) to share. Kids are able to bring their own rubber boots or borrow kindy boots. Encouraging more messy outdoor play.</li><li>- Sustainability Environment Management Plan: Cathy has purchased a strap to keep the Wirra gate open during the day so that visitors might visit. Kids from previous years are returning. Signage is fantastic as children are stopping to engage and ask questions.</li></ul> <p>Motion: “That the Director’s verbal report be received.”<br/>Proposed: Sandra   Seconded: Isabelle   Carried unopposed.</p> <p><b>Treasurer’s Report</b> – The finance report was tabled at the meeting. The P&amp;L and Balance Sheet for April were tabled at the meeting. The amended Budget for 2019 with closing balance and variations to 2018 and 2019 were tabled at the meeting and noted.</p> <p><b>Budget Report</b></p> <ul style="list-style-type: none"><li>- The Budget report was tabled at the meeting.</li><li>- Consumable budget of \$10,000 is now split over 2 areas –</li></ul> |  |
|----------------|--|--|



# ALDGATE KINDERGARTEN

## Governing Council Minutes | Meeting #3 | 2019



|                             |  |  |
|-----------------------------|--|--|
|                             | <p>consumables and garden program as nothing was allocated to the gardening budget.</p> <ul style="list-style-type: none"> <li>- Telephone charges rental to be reimbursed by DfE.</li> <li>- Wages Ancillary – journal to be done to transfer expense to the correct line (combine with 71112).</li> <li>- Budget line added for ‘Fun Fridays’ for TRTs.</li> <li>- Teacher Supplementation from DfE for Hayley’s learning as a beginning teacher.</li> <li>- TRT STEM Bridge – reimbursement for the filming for the STEM transition project.</li> <li>- IT iPad mini – purchased last year, needs to be journalled to IT Support and Equipment.</li> <li>- There is an unknown EFT deposit of \$50 which will continue to be followed up to determine which family made the payment.</li> <li>- Debts totaling \$880 have been approved to be waived by Bianca.</li> </ul> <p><b><u>Audit Report</u></b></p> <ul style="list-style-type: none"> <li>- The Audit report was tabled at the meeting.</li> <li>- Bank reconciliation didn’t balance due to petty cash being banked after 30/12/18.</li> <li>- Unpresented cheques from 2014 and 2017 to be cancelled.</li> </ul> <p><b><u>Change in Director 2019</u></b></p> <ul style="list-style-type: none"> <li>- The following changes were noted:</li> <li>- Bianca Stanbridge 0.6FTE</li> <li>- Bridget Murphy O’Neil 0.4FTE Term 1 only</li> <li>- Hayley Schroder 0.4FTE in Term 2.</li> </ul> <p>Council members were all invited to ask any questions at any time.<br/>         Motion: “That the Finance report, including associated reports, be accepted.”<br/>         Proposed: Isabelle   Seconded: Sandra   Carried unopposed</p> <p><b>Playgroup Report</b> – none tabled</p> |  |
| <p><b>Policy Review</b></p> | <p><b>Parent Completing Policy and Procedure</b></p> <p>Minor updates proposed such as inclusive language “...can be made by parent <u>or guardian</u>.” Bianca to include changes and then send around via e-mail for approval by circular resolution.</p>  | <p>Bianca</p>                                |
| <p><b>WHS</b></p>           | <p>Cathy has completed the review of the Hazardous Substances register. Some items in the locked cupboard are to be removed as they are not required. Cathy is working on consolidating different brands of the same item, and reducing the amount of items onsite.</p> <p>Hayley has been trained in playground inspections by Kidsafe.<br/>         Hayley and Cathy to undertake the playground inspection before end of term 2.</p>  | <p>Cathy<br/><br/>Cathy<br/>Cathy/Hayley</p> |



# ALDGATE KINDERGARTEN

## Governing Council Minutes | Meeting #3 | 2019



|                       |  |                                      |
|-----------------------|--|--------------------------------------|
|                       | <p>All first aid kits are now up to date.</p> <p>Not all risk assessments have been reviewed. Cathy intends identifying any gaps by the next Council meeting.</p>  | Cathy                                |
| <b>New Business</b>   | <p><b>Preschool groups for 2020 proposal</b></p> <p>Discussion regarding the proposal.</p> <p>Motion: "That the 'Preschool groups for 2020' proposal be approved".</p> <p>Proposed: Bianca   Seconded: Kim   Carried unopposed.</p> <p>Bianca to communicate to next year's prospective parents.</p> <p><b>Heathfield High School visit</b></p> <p>Mary Mooney (teacher for child studies) is organising two groups of child studies students to go to Stirling East and Aldgate Kindergartens for two Monday visits. They will observe first visit, and plan an experience for the children for the second. Should be a very positive experience.</p> <p><b>Circle of Trust</b></p> <p>Being held next term.</p> <p><b>Yoga sessions</b></p> <p>Isabelle suggested that Yoga could be offered, and has a contact who she will ask to speak to Bianca. Kids can be opted in to the program by parents. Bianca also does visualisation and meditation during relaxation sessions.</p> | <p>Bianca</p> <p>Isabelle/Bianca</p> |
| <b>GC Meetings</b>    | <p>Term 3 12 August, 9 September</p> <p>Term 4 4 November, 2 December (dinner meeting / celebration)</p>   |                                      |
| <b>Meeting Closed</b> | <b>7:40pm</b>  |                                      |
| <b>Next Meeting</b>   | <b>Mon 17 June, 6:30pm</b>   |                                      |