



## Clayton Preschool Inc.

Clayton Community Centre

9-15 Cooke Street, Clayton, 3168.

Phone: 9541-3171

[clayton.kin@kindergarten.vic.gov.au](mailto:clayton.kin@kindergarten.vic.gov.au)

Registration number: A0006127Y

ABN: 46 478 664 396

---

### Agenda - 2015 Committee Meeting 1 - Tuesday 17<sup>th</sup> February 2015, 7pm

#### 1.1 Open Meeting

- 1.1.1 Welcome
- 1.1.2 Apologies
- 1.1.3 Confirmation of previous minutes

#### 1.2 Previous Business

- 1.2.1 Grant expenditure

#### 1.3 Reports

- 1.3.1 President
- 1.3.2 Vice President
- 1.3.3 Treasurer - statutory requirements
- 1.3.4 Enrolment Officer - current enrolment status
- 1.3.5 Fundraising
- 1.3.6 IT
- 1.3.7 Educators

#### 1.4 Correspondence

#### 1.5 General Business

- 1.5.1 Bills register needed
- 1.5.2 New Committee members needed
- 1.5.3 Next BBQ
- 1.5.4 First Aid checks
- 1.5.5 Coffee mornings
- 1.5.6 Email groups
- 1.5.7 Skoolbag App - \$680

#### 1.6 Close Meeting

Next meeting - March 2015