



Clayton Preschool

Clayton Community Centre
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Clayton Pre-School Incorporated Org #: A0006127Y ABN: 46 478 664 396

Summary - Committee Meeting # 3, 2015

Meeting Details:

Title:	Clayton Preschool Committee of Management
Date:	17 March, 2015
Start Time:	7.00 pm End time: 7.55pm
Venue:	Clayton Preschool
Chairperson:	Susie Amiatu
Minute Taker:	Allan Howell

Attendees:

Susie Amiatu, Allan Howell, Jaison Deo, Julio Nguyen, Gail May, and Jill Whitehill

Apologies:

Mamun Mollah, Rebecca Porteus, Penelope

Items Discussed:

- 2.2.1 - Grant expenditure

Scott for the blinds company will contact kinder staff to take measurements before term break.

- 2.2.2 - new committee members needed,

Susie to contact:

Kurina - Kubush's dad for fundraiser/general member -TBC

Teresa Troke for fundraiser - TBC

Allan to contact:

Suraj and Sanjay for general members - TBC.

- 2.2.3 - Filing cabinet

Susie to pay and get the filing cabinet delivered for free - Susie to be reimbursed.

- 2.2.4 - Bill register

Committee agrees to implement new bill record keeping measure to become more efficient. A bill register/ spreadsheet will be kept in Jaison's draw, in the office, and

we will record details of when a bill is paid.. Or outstanding? Bill correspondence can be put in with the spreadsheet *for attention*.

- 2.2.5 - coat rack

Coat rack well on the way.

- 2.2.6 - Maintenance

Daniel will come in on the holidays, to do the digging patch

NOTE: *council or staff member needs to let Reagan know about after hours/ holiday contractors on site.

Try to get the blinds contractor to install the blinds on the holidays - Susie?

Walls wash before term ends and also carpets to be steam-cleaned.

- 2.2.7 - Newsletter

Newsletter to be updated and released next week.

Inappropriate footwear notice to be included and sign to be made with old crocs to put in the kinder foyer/bag room.

NOTE for red group - Susie hosting coffee lunch at the café near the pool - 15th APRIL

Funny Phil show for 4y/o's

- 4y/o green group on 27th April
- 4y/o red group on 28th April

- 2.2.8 - Fundraising

\$400 approx raised at the Masters BBQ on the 14th March

- 2.2.9

Looks like we will create a Facebook group, (a closed group for parents and teachers to opt in) which Rebecca has nominated as admin.

NOTE: note for newsletter for 2nd term - advice for parents to opt into Facebook group.

- 2.2.10 - social night

Social night planned for the 17th April in term 2 - Dinner food and multicultural dress advise in newsletter for term 1 (next week).

- 2.3 - Reports

President no report.

Vice President Report on MPA meeting dated 23rd Feb 2015.
Basic information and maintenance advice handed to Jill.

Treasurer - Possible Apple mac computers to be set up at the kinder!!!

IT no report

Educators -

- Soula away with injury - get well soon.
- Educators updating first aid certificates.
- P.D about leadership.
- Digital play for kids showing good results and ideas for the future.

- 2.5 - General business:
 - 2.5.1 - extra hours

Extra hour of assistance granted to Rebecca - back pay to be sought.

- 2.5.2 - Ratios

Teacher / student ratio and qualified teacher changes for next year to be considered.
Need to communicate with Bestchance and MPA to get organised and clear in what is needed for next year.

Next meeting: Wednesday 14th April 2015 - (scheduled).