



# Clayton Preschool

Clayton Community Centre

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

## Minutes - 2015 Committee meeting 5

### Meeting Details:

<b>Title:</b>	2015 Committee meeting
<b>Date:</b>	16 June 2015
<b>Start Time:</b>	7.00 pm
<b>Venue:</b>	Clayton Preschool
<b>Chairperson:</b>	Susie Amiatu
<b>Minute Taker:</b>	Mamun Mollah

### Attendees:

<b>Name:</b>	<b>Position Title</b>
Susie Amiatu	President
	Vice-President
Jaison Deo	Treasurer
Mamun Mollah	Secretary
Julio Nguyen	IT
	Fundraising
Theresa Troke	General
Jill Whitehill, Heather Roe	Teachers
Gail May	Teaching Assistants

### Apologies:

<b>Name</b>	<b>Position Title</b>
Allan Howell, Rebecca Porteus	

## Discussion Items:

	Discussion & conclusions
1	<p><b><u>Open Meeting</u></b></p> <ul style="list-style-type: none"><li>• Susie welcomed everyone to the committee meeting</li><li>• Apologies were noted</li><li>• The minutes of the previous meeting were confirmed by Susie and Jaison</li></ul>
2	<p><b><u>Previous business</u></b></p> <ul style="list-style-type: none"><li>• <b>Grant expenditure:</b> Blind is installed, and training to occur soon</li><li>• <b>Filing cabinet:</b> Is available to use, keys are ordered</li><li>• <b>Maintenance:</b> Susie to track down the maintenance guy, and to organize for repaint the arrows on bike track</li><li>• <b>Facebook:</b> up and running, restricted uploading items (e.g. photo) by users.</li><li>• <b>Office PC:</b> New hard drive is installed in the office PC and the PC is upgraded</li></ul>
3	<p><b><u>Reports</u></b></p> <p><b>Treasurer:</b></p> <p>Account is fine, nothing to worry.</p> <p><b>Fundraising:</b></p> <ul style="list-style-type: none"><li>• Next BBQ at the Bunning's Notting Hill on 18 July 2015, Susie would put the roster</li><li>• Susie to provide information about fundraising (Raffle etc.) to the new fundraising member, Karunai</li><li>• Raffle on Fathers' day and tea towel activity will be on; color of the tea towel will be decided.</li><li>• Susie would write a letter to Lions Club, Oakleigh for donation</li></ul> <p><b>IT</b></p> <ul style="list-style-type: none"><li>• Website is renewed and up to date</li><li>• Current newsletters are uploaded in the website</li></ul>

	<ul style="list-style-type: none"> <li>• New Hard Drive is purchased and installed in the office PC.</li> <li>• Anything need to go to website need to email Julio</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>• Jill provided detailed teachers' report</li> </ul>
<b>4</b>	<b>Correspondence</b>
<b>5</b>	<p><b><u>General Business:</u></b></p> <ul style="list-style-type: none"> <li>• Jaison to arrange to book buses for farm visit day (5-6 Nov 2015).</li> <li>• Next AGM will be held on 29/10/2015.</li> <li>• Susie will talk to Ancilla about the photocopier; whether we need to upgrade/roll over or not.</li> <li>• Gail to contact the landscaper (Stuart?) for quote for outdoor furniture.</li> </ul>
<b>6</b>	<p><b><u>Close of meeting</u></b></p> <p>The meeting was closed at 8pm. Next meeting will be on 28 July 2015</p>