



Clayton Preschool

Clayton Community Centre

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

Minutes - 2015 Committee meeting 6

Meeting Details:

Title:	2015 Committee meeting
Date:	28 July 2015
Start Time:	7.00 pm
Venue:	Clayton Preschool
Chairperson:	Susie Amiatu
Minute Taker:	Mamun Mollah

Attendees:

Name:	Position Title
Susie Amiatu	President
Alan Howell	Vice-President
	Treasurer
Mamun Mollah	Secretary
Julio Nguyen	IT
	Fundraising
Theresa Troke	General
Jill Whitehill, Heather Roe	Teachers
Gail May	Teaching Assistants

Apologies:

Name	Position Title
Jaison Deo	Treasurer

Discussion Items:

	Discussion & conclusions
6.1	<p>Open Meeting</p> <ul style="list-style-type: none"> • Susie welcomed everyone to the committee meeting • Apologies were noted • The minutes of the previous meeting were confirmed by Susie and Theresa
6.2	<p>Previous Business</p> <p>6.2.1 Maintenance: Outdoor furniture and repainting on bike track will occur soon</p> <p>6.2.2 BBQ: Last BBQ at Bunnings, Notting hill, was a great success with earning \$1250 from BBQ plus \$500 from a donation</p> <p>6.2.3 Bus booking: Jaison will be booked bus soon for Kids' farm visit, Susie will contact Jaison for confirmation.</p> <p>6.2.4 AGM: 29th October is set for the AGM</p> <p>6.2.5 Photocopier: Kinder's photocopier will be upgraded to a newer model soon, Susie will organize.</p> <p>6.2.6 New grant: Not yet, The donation \$500 obtained at BBQ would be used. Andrew will quote for the outdoor furniture. Susie will contact Andrew. In addition, Susie will follow up for the leader grant.</p>
6.3	<p>Reports</p> <p>6.3.1 President:</p> <p>6.3.2 Vice President:</p> <p>Newsletter: Alan is collecting information for the next newsletter. Anyone feel anything to put in the newsletter to email Alan.</p> <p>6.3.3 Treasurer - statutory requirements:</p> <p>6.3.4 Enrolment Officer - current enrolment status: Susie provided the updates in detailed received from Janet.</p> <p>6.3.5 Fundraising - Susie will write a letter for Lions Club, Monash Hotel, etc. Father's Day raffle is planned. If anyone has any better idea, please to advise Susie.</p> <p>6.3.6 IT: Website, office PC, Facebook, all up and running well.</p> <p>6.3.7 Educators: Heather has finished the parent interviews.</p>
6.4	<p>Correspondence:</p>

6.5	General Business 6.5.1 Parent survey will be soon, anyone has better idea to advise Susie. 6.5.2 Budget for 2016: A draft budget will be shown in the next meeting. 6.5.3 First Aid: Gail Will check and updated soon.
6.6	<u>Close of meeting</u> The meeting was closed at 8pm. Next meeting will be on 25 August 2015