



Clayton Preschool

Clayton Community Centre

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

Summary - Committee Meeting # 7, 2015

Meeting Details:

Title:	Clayton Preschool Committee of Management
Date:	25 August, 2015
Start Time:	7.00pm End time: 8.00pm
Venue:	Clayton Preschool
Chairperson:	Susie Amiatu
Minute Taker:	Mamun Mollah

Attendees:

Susie Amiatu, Mamun Mollah, Julio Nguyen, Jill Whitehill and Gail May.

Items Discussed:

- **Maintenance:** Outdoor furniture and repaint on bike track will occur soon
- **Updating First Aid:** will be up to date soon
- **Bus booking for farm visit:** Will be confirmed soon
- **Photocopier:** Will be upgraded
- **AGM:** Next AGM will be held on 29 Oct 2015
- **Budget:** up to date so far

Next meeting: 15 Sep 2015

Minutes - 2015 Committee meeting 7

Meeting Details:

Title:	2015 Committee meeting
Date:	25 August 2015
Start Time:	7.00 pm
Venue:	Clayton Preschool
Chairperson:	Susie Amiatu
Minute Taker:	Mamun Mollah

Attendees:

Name:	Position Title
Susie Amiatu	President
	Vice-President
	Treasurer
Mamun Mollah	Secretary
Julio Nguyen	IT
	Fundraising
	General
Jill Whitehill	Teachers
Gail May	Teaching Assistants

Apologies:

Name	Position Title
Jaison, Alan, Theresa, Heather and Rebecca	

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 Julio Nguyen
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 Bus booking: Gail will confirm the bus booking</p> <p>6.2.3 AGM: 29th October is set for the AGM</p> <p>6.2.4 Photocopier: Susie is organizing a newer model.</p> <p>6.2.5 New grant: The donation money, \$500, obtained at BBQ would be used instead. Susie will follow up for the leader grant.</p> <p>6.2.6 Fist Aid: Will be done soon, Gail will confirm.</p>
6.3	<p>Reports</p> <p>6.3.1 President:</p> <p>6.3.2 Vice President:</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 - Father's day raffle</p> <p>6.3.6 IT: A shared/event Calendar will be in place soon. Website, office PC, Facebook, all up and running well.</p> <p>6.3.7 Educators: Gill provided a full report and Susie provided on behalf of Rebecca</p>
6.4	<p>Correspondence:</p>
6.5	<p>General Business</p> <p>6.5.1 Parent survey will be soon, anyone has better idea to advise Susie.</p> <p>6.5.2 First Aid: Gail Will check and updated soon.</p>

6.6	<u>Close of meeting</u> The meeting was closed at 8pm. Next meeting will be on 15 Sep 2015