

Whitehorse Pre School Association
General Meeting Minutes
Tuesday 2nd June 2009
7.30 pm
Box Hill Town Hall Hub
Meeting Room D

Present: Barriburn Preschool, Blackburn Preschool, Box Hill South Preschool, Dr Stanley Cochrane Kinder, East Burwood Preschool, Florence Road Preschool, Indra Preschool, Katrina Preschool, Larch Street Kinder, New Hope Baptist Preschool, Nunawading Kinder, Parkside Preschool, Pope Road Kinder, Rangeview Preschool, St Augustine's kinder, Warekila Preschool, Wattle Hill Kinder, Woodhouse Grove Kinder

Apologies: Birralee Preschool, Eastmont Preschool, Friend Street Preschool, Heatherdale Preschool, Holbury Children's Centre, St James Kinder, St Peter's Kinder, St Scholastica's Kinder, Taralye Kindergarten, Terrara Preschool, Community Advocate – Pat Brown, Leanne Mits (WKG), Donna Matthews (WELS)

Absent: Benwerrin Preschool, Box Hill North Kinder, Burwood Heights Kinder, Mt Pleasant Kinder, Parkmore Preschool, Surrey Hills Baptist, Vermont Kinder

1. Welcome

Anna Richardson, 2009 President of the WPSA Executive Committee opened the meeting at 7.30pm and welcomed everyone to the general meeting, with the main focus for committee Presidents.

2. Minutes of Previous General Meeting 29th October 2008

There was to be one adjustment to the previous general meeting minutes that were circulated to all and that related to the closure of the Forest Hill Preschool due to a reduction in numbers not as stated due to Burwood Heights Primary Kindergarten opening. The minutes were accepted with this amendment.

3. Business arising from previous minutes

Nil.

4. Reports

Association Manager – Distributed to all last week.

WPSA WKG – Apologised for no report due to extremely busy with organising Conference.

5. General Business

- **Planning for the AGM :** Topic related to how preschools could get a good turnout for their AGM and succession planning for the committee. Suggestions included:
 1. Parents don't find out child's group until attendance at AGM and non-attendance means possibly missing out on choice group.
 2. Recruitment prior to AGM – letter goes out with role descriptions of committee positions. Positions are broken down into small roles to make it easier to fill. KPV do have standard job descriptions for positions.
 3. Use of guest speakers at AGM to draw parents to meeting.
 4. Teachers are used to help headhunt the committee members
 5. As new parents are inclined to struggle for the first six months of committee membership better to try and source from existing committee or previous members/parents.
 6. A kinder uses their newsletter to profile 2 roles of committee members in each newsletter to keep the information in front of parents.

- **Amending Financial Year:** Q for advice on amending the year end from 31/12 to the 31/9 so that the AGM, which is to be held within 3 months of year end, doesn't fall in March when kinder first goes back. Advice from other preschool was that you can have your budget year separate.

- **Cluster Management:** Kim advised that the Exec Committee had decided to have another session on cluster management in 2010 that would make it 2 years since the last one was held. Within Whitehorse only a couple of kinders use cluster management and for various things such as payroll. Most of the kinders that use it seem to be in the Western suburbs where they have trouble getting parents on committees. All orgs are non profit and get government funding. Kim advised she can send out information if any preschool wants it. There are a couple of preschools that use a company called Best Chance. Best Chance are a Cluster Manager handling payroll, recruitment and performance management. One of the kinders had had issues previously and found this a better alternative.

- **Performance Reviews:** A general question asked for advice on how kinders handle the performance reviews of their staff. Some advice included:
 1. 5 people from committee and parents fill in documents then it is collated for the teacher and presented by president for review
 2. Use of KPV forms – quite detailed so summary version used
 3. Links to PD used and bonus paid on review
 4. Informal feedback given throughout year to back up the EOY review
 5. Paying the 3 year old assistant to do the QA and admin work.
 6. Reviews are not formal but still given as feedback so the teacher knows what the parents feel is working or not.
 7. Suggestion to start with informal and work up to formal when you have had no reviews at all for long term staff.

- **Recruiting new staff:** Kim advised that preschools can email her and she will send an email to all kinders as often 3 year old part time teachers are looking for more hours.
- **Kinder sessions:** Q on what kinders offer in terms of session hours if they only have 1 room available. Do kinders find parents want longer hours? Most kinders with 1 room only are offering the same times for 3 and 4 year kinders and Kim advised that most parents will find a kinder that suits the hours as one of their criteria.
- **Planning for 15 hours of funded preschool:** Council is planning how it will work now that the state government is onboard with this Federal government initiative. Committee's are not to worry just yet as KPV will come up with suggested plans and timetables closer to the timeframe of 2013.

Kim advised that the council is only collecting kinder numbers to collect rather than making them increase the number of places it offers. They cannot do that.

- **Online forum for presidents:** Kim is investigating the use of a forum for committees to communicate with each other rather than re-inventing the wheel each time. Issue is with security etc.
- **Directors Report:** Question raised as to what other preschool directors submit to their committee as their director just does a summary of what she has been teaching. Advice included circulating all reports prior to the meetings to make meetings shorter.
- **Role of Vice President:** Question raised as to the role of the vice president and tasks assigned. Advice given was it is mostly a salary and staffing, and policy development and updating.
- **Capital Grants:** Question as to when the grants were coming, if they were coming at all.
- **Working Bees:** Question as to how to get people to working bees as only getting 10 people to working bees. Other kinders advised that this was a good turn out as most got about 5-6 parents per working bee.

Meeting closed at 9.00pm

Next Meeting:

Enrolment Officer's Information Night

Tuesday 14th July, 2009, 7.30pm

Visual Arts Room

1st Floor

Box Hill Town Hall Hub

General Meeting

Tuesday 25th August 2009, 730pm

Meeting Room D

1st Floor

Box Hill Town Hall Hub