

**Whitehorse Pre School Association
General Committee Meeting
Agenda**

Wednesday 28th April

7.30 pm

Box Hill Town Hall Hub
Meeting Room D

Welcome: Kim Illarietti - Association Manager, Whitehorse Pre-School Association

Present: Kim Illarietti, Alex Campbell (Rangeview), Brett Coleman (Indra), Lindsay Oldfield (Wattle Hill), Nicola Major (East Burwood), Leanne Wilkinson (Benwerrin), Cindy Hamilton (Rangeview), Jennie Dekker (Blackburn), Greer Symons (East Burwood), Mellisa O'Mara (Holbury), Ainsley Shillington (Katrina), Rochelle Brown (Larch Street), David Patrick (Nunawading), Sarah Tovey (Warekila), Anna Richardson (Woodhouse Grove), Michelle Treeby (Dr Stanley Cochrane), Rebecca Mitchell (Eastmont), Tamie Cousins (Heatherdale), Jane Tobler (Indra), Ronda Allen (Pope Road), Amelia King (Benwerrin), Lindal Young (Florence Road).

Apologies: Anne Lane (St Peter's), Fiona McLean (St Augustine's), Jo Holland (Wattle Hill), Andrea Liddle (WPSA), Amanda Kelso (Parkside), Terri Louras (Parkmore)

Absent: Barriburn, Birralee, Box Hill North Primary, Box Hill South, Burwood Heights, Friend Street, Mt Pleasant, New Hope Baptist, St James, St Peter's, St Scholastica's, Surrey Hills Baptist, Taralye, Terrara, Vermont, WELS Group, Community Advocate.

Guest Speaker/Topic: Information Sharing for Presidents

Meeting Open: 7.35pm

General Business:

1. Cluster Management

There are currently 4 Whitehorse kindergartens that are partially managed by Cluster Managers. KPV is pushing the government for cluster management for all kinders in Victoria. This subject will be thoroughly covered in the upcoming WPSA general meeting in June – look out for more details shortly.

2. Capital works and Council land

Q: Can a kinder utilise the spare/vacant land around it?

A: Usually Council will not give the land to the kinder as the vacant land in Whitehorse is part of the Council's open land policy.

3. Planning for the AGM

3a Getting good turnout

Make it a social occasion with cheese & wine, advise in advance that session times will be announced; opportunity to pick session times; information night; compulsory attendance; raffle off a prize of term 1 fees for free.

3b Succession planning for COM

Fill spots before AGM; be friendly and welcoming, speak to people who seem interested or have ideas; spending more than 1 year on the committee keeps the “experts” on hand for new members and creates confidence & consistency for teachers; rotating the executive (usually 4 positions) two on two off; start targeting people early; advertise the positions in your monthly/quarterly kinder newsletters; You can have a committee member who is not a current parent (check constitutions).

4. Putting together a good handover

Be organised, make sure folders are up to date for new members, get paperwork together (4 to 5 months); Get all members to bring handover folders 1 – 2 weeks before AGM to check everything is together; run handover meeting straight after a normal meeting to show how a meeting runs (have all old and new committee members present); in addition, some of the bigger roles require a one on one handover, i.e. President, Treasurer.

5. President’s email/online forum

WPSA currently blind carbon-copies emails of interest and information to President emails. Invitation to be a part of the official on line forum is coming. This forum will be open every day for kinders to send in questions and other kinders may be able to help answer these questions. KPV has a forum for kinders already up and running.

6. File management and archiving

What can kinders archive off site? It was thought that possibly children’s records were required to be kept on the premises but that committee financial information could be stored off site. Paper copies as well as electronic copies are required to be kept for children’s records for 7 years? Check with KPV to the legality of it.

7. Sessional kindergarten viability/community needs and wants

All kinders are required as part of DEECD funding to collect information from parents via a parent survey. As part of this survey you could ask about hours/session times and from this information individual kinders may change their hours/sessions to suit community needs. The majority of parents have chosen kinders based on the hours that are on offer, therefore the kinders should keep their current sessions unless majority feedback suggests something different would be preferred.

8. Performance reviews

KPV is an experienced body to carryout staff performance reviews alongside committee members for consistency and expertise. Cluster managers can also carryout this function for you, eliminating the user of service/manager of staff, predicament.

Comments were also made that any committee members who have Human Resources experience and/or performance management experience, together with the KPV could carry out the performance reviews.

10. Universal Access - Planning for 15 hours of funded 4yo pre-school

We need to gather as much information as possible. The KPV seminar on 18 May is a good opportunity to do this. 15 hours over the week means employing a second qualified person in order for the first qualified teacher to have a break. Minimum time the second person can be employed is three hours. Kinders need to fund this extra expense. The recommendation from the meeting is to organize a steering committee now to collect information and work out how you're kinder is going to manage universal access and other related issues, i.e. 3yo groups.

11. Is there a website that can help with Grants?

ourcommunity.com.au

12. Committee Voting Rights

Ideally there should be no more than 14 persons on a kinder committee, as you can end up with lots of people having voting rights. Each sub-committee should only have one voting right, generally the secretary, not each individual on each sub-committee.

Meeting Closed: 8.45pm