

# Minutes of Annual General Committee Meeting

Concord OSHC



27<sup>th</sup> April 2021

Meeting opened 6.25pm

## Attendance

Mina Coco, Karen Taare, Julie Taare, Jordan Howard

Emma Silvia, **Danielle Copson**, Wing Kwok, Wade Needham, Lana Orechow

Doug McKenzie, Bree Alami

## Apologies

Josie Ristevski, Vicky Avery, Lee Becker

- Previous Minutes accepted
- Financial Statements for Term 1 2021 presented and accepted. Centre had a trading loss for the term of \$23,3726
  - Debtors \$1044 in excess of 4 weeks
  - Term Deposit matured on 23<sup>rd</sup> April paperwork to be signed
- Director Reports

## Vacation Care Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
5/4 Closed	6/4 Art on Canvas 18	7/4 April Coding 20	8/4 Reptile Park 24	9/4 Weird Science 13
12/4 Bowling 25	13/4 Wheels Day 23	14/4 Ninja 101 30	15/4 Tye Dye 24	16/4 Bake Off 19
19/4 Laser Tag 39				

## Permanent Bookings – Term 2

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	15	24	20	18	14
PM	48	60	43	58	39

- Term 1 staff meeting held
- New Behaviour Management system put in place; Incident being discussed with parents
- Behaviour policy has been reviewed
- Bulk email to go out to parents re COOSH expectations
- Term 1 Program has been completed
- Outdoor Shed installed

- Commercial Dishwasher installed
- VC Survey will be sent to families
- Mina will discuss gate repairs w/ Adrian
- Committee to pay for Perspex on bottom of gate
- Becklyn Compliance Update
  - Full Medical Audit being completed
  - First Aid Training to be booked for Karen, Julie, Rochelle & Gabby
  - QIP being updated
  - Policy review continues
  - Inclusion Support funding being increased to 5 days per week as students bookings have changed
  - Staff/Child ratios discussed – Mornings are over ratio, minimum if 2 staff on each shift even if attendance numbers are below 15
- Other business
  - None

**Meeting closed 6.50pm**

#### **AGM**

- Department – need to reodge paperwork for increased numbers
- Financials – Audit report accepted
  - \$22K loss
  - Loss occurred in Term 4
  - AL & LSL accrued
  - \$150 assets in bank account
- President – Emma Silvia
- Vice President – Lana
- Secretary – Wade/WHS Officer
- **Treasurer & Public Officer – Danielle**
- General Committee - Wing & Vicky, Lee Becker, Josie
- Harry elected as auditor

Meeting Closed 6.23pm