

Minutes of General Committee Meeting

Concord OSHC



Meeting Date: 29th May 2023

Proposed Agenda

1. Meeting opened by Chair (attendees and apologies identified)
2. Review and acceptance / rejection of prior minutes
3. Actions from prior meeting discussed.
4. Director Reports
 - a. Attendance Term 4 / Vacation care
 - b. Forward Bookings (Scheduled)
 - c. Current Financial Position
 - d. Other
5. Other Business
6. Meeting Closure

Attachments provided ahead of meeting (on Microsoft Teams invite):

- CO Minutes of General Committee Meeting
- Financial Report

Attendees

Emily Gould	Lana Orechow
Wade Needham	Lee Becker
Doug McKenzie (Becklyn)	Christina Chami
Roslyn Doyle (Becklyn)	Josie Ristevski
Anna Vountoulas	

Apologies

Vicky Avery	Wing Kwok
Karen Taare	
Julie Taare	

Minutes:

1. Meeting opened by Chair (attendees and apologies identified) at 1822 via Microsoft Teams (*Virtual meeting*) and in person meeting at Concord Primary
2. Review and acceptance / rejection of prior minutes
 - a. Lee Becker accepted.
 - b. Lana Orechow seconded.
3. Actions from prior meeting discussed.
 - a. Notes on Centre License Extension –
 1. No progress, delay due to government in caretaker mode
 2. Lana to raise with Anna and how to lodge
4. Director Report
 - a. Positive that we have had low turnover to date on staffing and engaged staff
 - b. Schedule of WHS training to be completed by Julie and Christina
 - c. Enrollments down <10% due to normal fluctuations of parent movements
 - d. Staffing absences – One staff member away will illness, some annual leave to be taken and

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- coverage in place to address.
 - e. Encourage staff to take leave when they are ill
 - f. First aid training completed.
 - g. Staff meetings occurred each Term and no issues
 - h. Food safety training requirements have increased and training will be completed
 - i. Child protection course updated, minor changes.
 - j. QIP – Encourage additional staff to be rostered on to undertake QIP needs
 - k. Cleaned out storerooms and eliminated WHS issues
 - l. Bought storage boxes and vacuumed.
 - m. Buy phone, and get new number.
 - n. Compliance audit recommendations received. Non-conformances to be actioned in the next two weeks and provide email updates until completed. Email to committee each two weeks until closed out. Additional staff to be allocated until closed out. Committee approved additional resources for Centre Manager to close out.
5. Current Financial Position outlined by Doug McKenzie (Becklyn)
- a. The financial report attached to the agenda confirmed all had read the document for those who did not receive financial report this was distributed.
 - 1. Surplus for the term achieved and surplus for Vacation care achieved.
 - 2. RECOMMENDATION FROM BECKLYN: Continue trading.
 - 3. Term Deposit to mature in June, recommendation to be increased by 15k, agreed by Committee.
 - 4. Revenue is ahead of budget.
 - 5. Note: Wages in line with award
 - 6. Non-paid fees: Nil
6. Software
- a. No issues with software
7. Other Business
- a. BAS vouchers – currently outstanding ~8.5k. Only can be spent in Term 2 (June 30). Email to be sent to families by Becklyn and list provided to Christina to discuss with parents.
 - b. No new business from school (Anna). Enrollments for school are strong. No negative reports associated from COOSH.
 - c. No price increases for enrollments.
8. Meeting Closed at 1852h.

Next meeting is 25th July at 1800h – *Secretary to issue Placeholder.*

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Annual General Meeting:

Opened at 1810

- Quorum of Josie, Lana, Wade and Lee

Treasurers Report Provided

- Return to Surplus from Trading Loss in prior year.
- Audit report tabled & distributed to members.

Dissolve of Committee

- Lana Orechow for President, seconded by Lee Becker
- Lee Becker & Public Office for Treasurer, second by Lana
- Wade Needham for Secretary, seconded by Josie
- Elite Business Partners confirmed as auditor for FY 23/24

Notice: Joise to leave General Member Committee

Closed at 1819