# Board of Management - Directors REPORT

**Prepared by Tori Dyson**

**For the meeting held on Wednesday 20th March 2024**

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| **Overview**  (summary of events including curriculum/programs, communication with parents) | We started the year off with a very contagious case of Gastro which seemed to spread quite quickly, after numerous phone calls to the health department and more data collection we were happy to say it had passed. We ended up with 26 child cases and 5 staff cases.  Children are now settled in well and enjoying their days at Preschool. Staff are very busy with our 2 day children although starting to find a routine with our additional needs children.  Our PoPs morning tea went well and we had many parents who offered to become class parents this year. Our 3 day parent teacher meetings are just after easter and our 2 day meeting will be early next term.  Preschool has adopted 2 new spiny leaf insects which Purple group are looking after.  Walkathon was scheduled for the last week of term although we have decided to do our 3 day walkathon this term and our 2 day walkathon later in the term, due to the safety of the children. |
| **Major issues and/or Achievements** | Monika Kenig (2 Day Blue) has created a lovely garden behind the shed using our grant money from the council.  Our sustainability officer suggested to look into our electricity bill and we have managed to find a plan that saves us a bit more. We are also looking at our solar panels to see if they need updating as they are over 10 years old now. |
| **Staffing and Leave Approval** | Kirsten Bennett has decided to resign from her 2 day role and stay on with her 3 day role from next term. We will probably need to advertise for this new role.  Tanya is now working on a Thursday to help out with our 2 day class.  Emilie is taking a week off this term for a family holiday. |
| **Training/Professional Learning** | Denise is completing an ILP course  Tori completed a webinar on Inclusion  Critically reflecting on transitions and routine – whole staff group booked in for April  CPR – whole staff group in July |
| **Repairs and Maintenance** | Grass that got installed last year is not going well. I have had Sydney garden maintenance and landscape out to look at it. They said it needed some drainage under the turf when it was laid and they also put down not a hardy variety of grass. For the foot traffic that it receives. Due to no drainage the grass has developed fungus which is why it is looking dead. Our options are to get it aerated and top soiled every so often and provide a lot of maintenance and upkeep or to start again with a Buffalo turf with drainage underneath (Quote)  One of our new dads enjoys woodwork and has been taking home our wooden toys that are broken to fix. |
| **Children Accident Report** | Trivial 13  Serious 1  Report to DEC 0  Child broke their arm at disco however this did not need to be reported to the department of education. It looks like it was a slight fracture, cast on for 3 weeks no surgery |
| **Occupational, Health & Safety** |  |
| **Resource purchases & Expenditure**  (including any requests, payments) | We have ordered some new bark to go under the fort, back of preschool and fairy garden which will arrive on Friday. We are receiving a new bee hive soon and have had made a new house for our beehive.  2 new computers have been purchased for the director and admin and new antivirus software has been placed on all computers.  We are looking into our Internet, phone and mobile phone. |
| **Enrolment Report** | 2025 – 110  2026 - 38  2027 - 4 |
| **Reports/Submissions completed & Meetings**  (Govt, community, parents) | Fee Relief 2023 Data Collection April 2024  National Workforce Census May 2024  Annual Preschool Census August 2024  Audit by Deloitte January 2024  Grants for 2024  Community Building 2024 – Closes 27th October  Health and Development 2024 |
| **Other Information** |  |

• Staffing

• Pedagogy

• Children/enrolments

• Educator professional development

• WHS

• General