**Minutes of Board of Management Meeting**

**PYMBLE TURRAMURRA PRESCHOOL**

**21 Handley Ave Turramurra NSW 2074**

**Wednesday 20 March 2024, 7.30pm**

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| **Present** | Angus Dockrill – President (Chairperson)  Andrew Clarke – Vice President (online)  Andrew McCowan – Treasurer  Amanda Wheatley – Secretary  Amy Olson – Social Committee Member  Alex Kinsey – Community Member (online)  Michael Blakely – General Member  Tori Dyson – Director |
| **Attendees** | Nil |
| **Apologies** | Sofie Batchelor – General Member |
| **Welcome** | The Chairperson opened the meeting at 7.51pm. |
| **Confirmation – no conflict of interest** | There were no conflicts of interest present. |
| **Confirmation of minutes from previous meetings** | The minutes from the BoM meeting on 6 March 2024 were approved and accepted. |
| **Matters for Discussion** | |
| **Action items from previous meeting** | Nil. |
| **Director’s Report** | See Appendix A – saved in forum.  Director’s report covered:   * Gastro outbreak – 26 child cases and 5 staff cases * Children settling into Term 1 * PoPs morning teas and class parents * Spiny leaf insects * Walkathon * Garden behind shed created using grant money from council * Kirsten Bennett has resigned from her 2 day role * Tanya working on Thursday to help with 2 day class * Staff training and professional learning * New grass not doing well – drainage issues * Children accident report * Resource purchases – new bark, bee hive, new computers * Enrolment report * Reports and submissions prepared by preschool.   TD also discussed waitlist issues:   1. should we be giving preference to returning families/siblings? 2. should we increase the class size from 15?   A student has withdrawn due to distance from preschool. |
| **C** | **Staffing matters**  Board approved a Seek ad to fill Kirsten Bennett’s 2-day role. Kirsten remains with two-day until end of Term 1. |
| **D** | **Introduction to New Board Members**  Role of board is to oversee the running of the preschool: staffing, financial, budget, fees, complying with legal requirements, oversee Director.  Use ADP fortnightly for payroll.  Insurance is all in place – available to view on google docs.  Discussion of whether to use forum or emails to communicate.  **ACTION:** TD to investigate chat features of current forum.  Staff will be invited to next board meeting in Term 2.  Grants are applied for throughout the year. TD may request assistance from board members to complete grants. |
| **E** | **Overview of Orientation Packs**  TD shared board orientation packs with Board of Management members. |
| **F** | **Legal Considerations – Roles and Responsibilities, delegations**  **Responsibilities:**   * Attend meetings * Knowledge about what is happening in preschool, rules and policies * Accountable for decisions * Declaring conflicts * Acting in interest of preschool * Accepting decisions of board * Confidentiality   Reports due two days prior to board meeting.  Agenda due a week before meeting, minutes within a week after meeting.  Quorum of 3 is needed to vote.  Communication of board matters to be kept confidential. |
| **G** | **Aims of Board Meetings**  Aim for meetings to be less than two hours long. Reports, agenda and previous minutes available in forum for review prior to meeting.  Bigger matters discussed at meetings. Subcommittees handle other matters that arise through the year. |
| **H** | **Dates of future meetings**  Wednesday at 7.30pm. Dates in orientation folder. |
| **Matters for Decision** | |
|  | Nil |
| **Action Items** | |
|  | **ACTION:** TD to investigate chat features of current forum. |
| **Matters for Noting** | |
| **Correspondence received/sent** | Nil |
| **Marketing & Promotions** |  |
| **Social Committee** | Term 1 social activities:   * Welcome afternoon teas held in second week of term. Feedback positive to have the afternoon tea in first weeks of the year, rather than later. * 217 tickets sold for Welcome Disco. * 3 day Easter egg hunt has sold 48 tickets. 2 day Easter egg hunt has sold 30 tickets. * Easter egg raffle underway. Great class parent support. * Picture plates due soon.   Rest of year social activities:   * Welcome back event lawn bowls, organised by 3-day blue Group, 11 May. * Fundraising movie night at preschool on 21 or 28 June. * Dad get together to be held early Term 2. * Fete in Term 3 on 18 August. * Mum’s night to be held in Term 3. * Term 4 farewell disco.   This year a handout was given at parent morning teas on responsibilities of class parent. Assigned activities to different classes. Seems to have worked well.  Class parent evening last week was successful.  Group play dates being organised.  Fete:   * AO requested AM be the financial controller on the day of the fete. * Sponsorship for fete is $2000. AO requested board members approach businesses to see if they are interested. * SE Aesthetics offered sponsorship. Board to review and determine later. * 8 point of sales systems ordered. Don’t require a mobile phone to operate. * Entertainment confirmed. * Silent auction has two volunteers. Last year raised $5,400 but was administered by paid staff. |
| **Grants** |  |
| **Works** | **ACTION:** TD to get a quote from artificial turf company for replacing grass.  **ACTION:** AD to write a letter to Jim’s regarding lawn quality. |
| **IT** |  |
| **Other Business** | |
| **Questions** |  |
| **Date of next meeting** | Next meeting: 15 May 2024 at 7pm (early start to meet staff). |
| **Meeting close** | The meeting closed at 9.10pm. |

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Date...................................................................