

Lennox Head Community Pre-school

Meeting 24th October 2019

Meeting open: 7:12pm

Acknowledgement of Country – Tara Leonard

Present: Jannette Leonard, Ros Orlanno, Tara Leonard, Georgie Davis, Liesel Jeffers, Sarah Scott, Rikki Sussman, Caroline Ibell,

Apologies: Rachna Stinson, Karen Atterby, Megan Spyker, Leah Miles

Minutes of the previous Meeting

Accepted: Caroline Ibell

Seconded: Rikki Sussman

Business arising

- SunSmart Policy has now been approved by SunSmart NSW.
- Management committee approves purchase of a UV rating measurer to monitor UV rating throughout the day.

Moved: Georgina Davis

Seconded: Rikki Sussman

Correspondence In/Out:

Accepted: Sarah Scott.

Seconded: Liesel Jeffers

Treasurer's Report: (see attached)

From reviewing the financial reports and to the best of our knowledge the organisation is trading solvent

Accepted: Rikki Sussman

Seconded: Caroline Ibell

Service report: (see attached)

- Fencing completed
- Management Committee agreed for Preschool to no longer donate lolly pops for Santa to give away at the Carols
- Preschool applied for the ELLA language program for Japanese
- Meeting with Council 17 October 2019, attended by Ros, Jannette and Tara. Preschool received a letter in response to the meeting regarding the location of the staff room.

Accepted: Georgina Davis

Seconded: Liesel Jeffers

General Business:

- Committee approves Jannette's Long Service Leave approval for 1 week from the 27th of November 2019
- Quality Improvement Plan to move to SchoolStream
- Committee approves management folders moving to digital, to drop box, for ease of updating Policies
- Strategic Planning responses due by end of week. Tara will collate responses including the staff responses for next meeting.
- Committee staff dinner staff request change to Friday night 6 December 2019 with homemade or handmade gift for secret santa to value of \$10, 6 for 6:30pm.
- Family gifts for staff- group collection donation children draw a picture given by group as thanks rather than costly multiple gift at xmas time.

Meeting closed: 8:38pm

Next Meeting: 28 November 2019

President Signature: _____: Secretary signature_____