**AGM MINUTES and REPORTS**

Annual General Meeting – 9th of November 2022 at 7.30pm

| **1** | **Meeting Opened 7:37pm** |
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| **1.1** | **Present**  **17 Members in attendance in total**  2022 Committee: Tegan, Nadine, Daniel, Cassandra, Clare, Bec, Bronwyn, Renee, Cathy  Staff: Kay, Nat, Lauren, Cindy, Nancy, Kylie, Allison |
| **1.2** | **Apologies**  Kim Yates |
| **1.3** | **Quorum**  17 Families present providing quorum for the 2022 AGM |
| **1.4** | **Acknowledgement of Country - Tegan McLellan**  We would like to acknowledge the Wurundjeri people as the traditional custodians of this land. We honour and respect their ongoing cultural and spiritual connection with this country. We pay our respects to the Elders both past, present and emerging for they hold the memories, the traditions, the culture and hopes of Indigenous Australia. |
| **2** | **Welcome** – **Tegan McLellan**  Welcome all current, returning, and new families. |
| **2.1** | **Minutes of previous AGM**  Moving of 2021 AGM Minutes  Moved: Nadine Schilg  Seconded: Jenni Chivell |
| **3** | **Director’s Report** – **Kay Bryan**  Achievements:  Opening of Kitchen Garden  Introduced EnrolNow online system  Continued to keep Kinder open despite the Covid and staffing challenges  Thank you to the team and those who stepped in to cover staff throughout the year.  Thank you to our educators for their efforts and particularly in helping to achieve the Exceeding rating in 6/7 areas.  Thank you to Committee of Management - the committee is essential to the running of the kinder. Thank you to Jenni for her years of service. |
| **4** | **Teachers’ Report**  Presentation from Teachers (attached)  Introduction to Lipscombe Park Kindergarten and information for future families |
| **4** | **Vice President’s Report – Tegan McLellan**  Accomplishments: Covid-19 Vacc policy, grants for iPads, online enrolment system implemented, streamlining of some internal processes, social events and fundraisers, supporting staff professional development, managing unfavorable finances, grants acquitted (thanks Clare).  Challenges: Covid-19 illnesses and subsequent staffing costs, lower enrolments for 2023, outstanding grants, local demand for longer hours  Thanks: 2022 Committee, Kay Bryan, Teachers, Co-Educators, Kaye S, Jenni, parents and families  Farewell: Amber, Daniel, Kim, Renee, Cathy  Further actions for next year:   * Business strategy – 3-year plan. Implementing currently. * Financial management plan to be put in place. Significant surplus, but decreasing quicker than desirable. * Timetable review for 2024   (see attached report for full details) |
| **5.0** | **Treasurer’s Report and Financial Statements - Daniel Raftis**  (See attached for full report)  $75,000 loss for 2022  Main cause of deficit related to staffing costs  $360,000 held in the bank  **Approved: Reports accepted via Zoom Poll - 100%** |
| **5.1** | **Grants Report**   * 2 new iPads to the value of $2,000. * Whole day PD for all staff. * The acquittal of 3 outstanding grants, one of which has been open since 2018, another which helped fund our beautiful kitchen garden.   We have 2 submissions awaiting outcomes. These are:   * Dysons Community Grant – we’d love to fund a Body Safety PD for LPK Parents; and * Vic Gov Air Purification Grant – to fund the replacement of air filters for our air purifiers.   We are actively looking for a grant opportunity to paint an indigenous mural on the wall of the kitchen garden. |
| **5.2** | **Fundraising Report**   * Successful Bunnings BBQ – raised approx. $1,700. * Billy G Cookie Dough Fundraiser – raised $1,000. * Picture Plates – raised $200 (low profit due to keeping the cost down so all families were able to participate).   SOCIAL EVENTS   * Family Fun Night at Lollipops Croydon. * Kinder Disco on the last day of Term 3.   We’ll finish the year strong with our Christmas raffle, drawn at our Annual Christmas Party |
| **6.0** | **Motion to retain current auditors**    Motion to reappoint Jean Jones as the auditor for 2023.  **Approved: Approved via Zoom Poll - 100%** |
| **6.1** | Motion to Change Committee of Management Roles and update Position Descriptions as follows:   1. Motion to change position description of Purchasing Officer 2. Introduce Policies and Compliance Officer and Marketing Officer 3. Remove role of Diamonds and Sapphires Rep to be replaced by Opals Group Rep   (As per position description document circulated via email early this week)  **Approved: Accepted via Zoom Poll - 100%** |
| **7.0** | **Nomination and Election of 2023 Committee** –  Our newly nominated incoming committee for 2023 is:   | **Position** | **Name** | **Approved via poll?** | | --- | --- | --- | | President | Tegan McLellan | Yes | | Vice President |  |  | | Treasurer | Bronwyn Peach | Yes | | Secretary | Nadine Schilg | Yes | | HR Officer | Cassandra George | Yes | | Grants Officer | Clare Douglas | Yes | | Purchasing Officer | Carrie Russell | Yes | | Policies & Compliance Officer |  |  | | Marketing and Communications Officer |  |  | | Maintenance Officer | Lauren Walkenhorst | Yes | | IT/Website Officer | Michael Watson | Yes | | Class Rep/Fundraising - Opals |  |  | | Class Rep/Fundraising - Emeralds | Bec Goucher | Yes | | Class Rep/Fundraising - Rubies |  |  |   All position nominations accepted by members via zoom - 100% |
| **8.0** | **General Kinder information for 2023**   * EnrolNow Information * Parent Information Sessions * Uniform Orders - payment required before orders are placed. Email coming out to families soon. * Useful information & other dates to be sent out via email this year and then Class Dojo next year |
| **9.0** | **Meeting close**   * Meeting closed at 8:47pm |

Lipscombe Park Kindergarten Inc.

AGM

Committee of Management   
President’s Report 2021-22

Prepared by Tegan McLellan, Vice-President on 1st November 2022.

**About Us**

Lipscombe Park Kindergarten is an independent sessional kinder, which means it is an Incorporated Association run by a Committee of Management. This structure governs how the kinder operates legally and financially, while fulfilling the educational obligations and regulations of the National Quality Framework and those of the Department of Education and Training Victoria. Each year a new Committee is elected at the Annual General Meeting in November, with committee members holding the office for a term of one year from 1 December.

***Without an active Committee of Management the organization simply cannot operate.***

**Overview**

This report seeks to give an overview of the accomplishments, challenges, thanks, financial statements and future actions for the 2021-22 financial year.

During this period, Lipscombe Park Kindergarten Inc. has continued to undertake its mandate as a provider of early childhood education to the Maroondah community through the 3yo and 4yo sessional kinder programs.

After what has been an incredibly testing past 2 years, this year has been such a welcome return to a new form of normality for Lipscombe Park Kindergarten. Despite having restrictions in place at the beginning of the year, we have still been able to achieve so much with the support of our teachers, committee and families.

This year also saw the return of fundraising and social events, an on-site Open Day, on-site committee meetings and plenty more.

It was announced this year by the government that 3YO and 4YO kinder will be free from 2023 onwards should we wish to opt-in, of which LPK did. This was a positive prospect for local families however feedback and low enrolment numbers indicate the need for longer hours to support working families. The low enrolment numbers resulted in moving to just one 3YO group for 2023 onwards, being led by Lauren, with Ally as co-educator and now known as the Opals.

A review of the timetable for 2024 onwards will be a focus this year to extend the hours where possible of each class, inline with demand and ability.

**Accomplishments**

**Enrol Now implemented**

In a bid to streamline the enrolment process and take a step closer to being a paperless office, we introduced the online enrolment system EnrolNow.

Whilst it took a little getting used to and still has some bumps to iron out, it’s been positively received and will be an asset for LPK going forward.

In introducing EnrolNow, this frees up office administrators time to be spent efficiently on other items of importance.

**Committee remaining strong despite resignations**

In April, Jenni Chivell resigned as president, and shortly after, the IT/Website Officer resigned, followed by the Fees Officer. Despite the resignations, the remaining members of committee really rallied together when required to ensure everybody felt supported and everything that needed to be done, was done.

Special thanks to our Executive Committee (particularly Nadine) for your incredible support throughout the year with some challenging situations, the 2023 3YO program being a primary one.

Very much looking forward to continuing our momentum in 2023 with a strong committee.

**Kids adapting to gate drop offs to ensure Covid-19 safety**

As if the start of kinder isn’t overwhelming, imagine having to walk in all by yourself, without Mum or Dad by your side. This is exactly what our new little 3YO’s and returning 4YO did this year. And did they do it well!

To ensure Covid-19 safety, LPK implemented a gate drop, kiss and go system whereby the children are dropped at the gate, greeted by their teacher and they walk into kinder themselves, up to the co-educator waiting at the door for them.

Despite all their nervous butterflies or doubts, they’ve done it, week in, week out. In fact, they did it so well and settled in so beautifully that a few classes decided to keep the process going for the remainder of the year to continue on with the momentum of confidence and independence the kids are gaining.

**Fundraising Success – Bunnings Sausage Sizzle, Cookie Dough, Plates etc.**

Fundraising returned this year in full force, starting with a successful Bunnings Sausage Sizzle. Together, the team raised almost $1,700. Thank-you to all involved - both committee and families.

The Cookie Dough Fundraiser saw LPK raise $1,000 in a fun, new way of raising funds.

The fundraising reps decided this year to keep the cost of the personalised plates low, instead of being a big fundraiser, to give as many families as possible the opportunity to participate. That being said, they were still able to raise $200.

Thank-you to our teachers for getting these done during session times with the help of our fundraising reps Bec and Bronwyn.

**Play Centre Family Night, Disco & In-session activities**

Social events returned this year with a Family Fun Night held at Lollipops Croydon in the first half of the year. It was loud and chaotic and sweaty and just what the doctor ordered following on from the last 2 years of minimal social interactions for families.

We finished Term 3 with a disco at the Croydon Scout Hall and the excitement from everybody was impossible to ignore. Both parents and kids had an absolute ball and it was such a nice way to finish the term. Our reps weren’t sure what the turnout would be but safe to say, it was a sell out!

Thank-you to all of our Fundraising and Class Reps for all your hard work this year. You’ve brought back the family vibe to LPK and we’re here for it!

**Challenges**

**Staff shortages due to illness/Covid-19**

Throughout the year, one of our biggest operational struggles was staff shortages. Between Covid-19, longer term staff illness and maternity leave, there was a lot of disruption resulting in high operating costs from paying casual staff and relief teachers.

Thanks to our team for covering where possible. It’s been so very appreciated!

**Low numbers through for Open Day and low enrolment numbers for 3YO**

Although the weather was kind and we were able to have it on-site, Open Day was incredibly quiet. We promoted it as we usually would, with signage, newsletters, social media posts etc but it didn’t seem to help.

The general feedback that we’ve found is that people either don’t like our timetable, need longer hours or they believe LPK to be too hard to get into.

Feedback was also received that MIKA had informed people that if they get in for 3YO, to bare in mind that they weren’t guaranteed a spot for 4YO and families didn’t like the uncertainty of that.

These low numbers then led into incredibly low enrolment numbers for the 3YO program for 2023. So low that in order for LPK to remain a sustainable entity, we made the difficult decision to drop back to only one 3YO class moving forward. This wasn’t an easy decision, with staffing it an even harder decision, which resulted in Amber’s resignation after 10 years with LPK.

2023 will be spent future proofing our timetable to hopefully overcome low enrolments and appeal to a wider variety of families with longer hours potentially being offered.

**Fees collection**

A number of families not paying their kinder fees for 2022, contributed to our financial deficit for the year. The Term 4 invoices were sent out late, leaving minimal time to chase up arrears. Administration staff followed up where possible but overall, it was a disappointing outcome for Lipscombe Park.

**Thanks**

**Educators**

A huge thank-you goes out to our educator team, as always.

Your ongoing commitment to the education and wellbeing of every child that comes through our doors is like nothing else and Lipscombe Park Kindergarten would not be what it is without all of you. You have provided a safe, warm, loving environment for all the kids to learn and grow and a community for our families to be a part of.

THANK-YOU just doesn’t seem enough.

**Support Staff**

Thank you to Kay Bryan (Director) and Kaye Smith (Administrator) for keeping the kinder operations running in the background.

**Amber Steward (Diamonds teacher) resignation**

At the end of 2022, Amber will be farewelling LPK after an amazing 10 years of dedicated service to the children and families. Amber’s professionalism and bright personality have been a wonderful asset to our kinder and we are better off for having had her for so long.

Amber will be missed but we wish her all the very best with wherever she chooses to continue her teaching journey.

From all of us Amber, THANK-YOU!

**2021 Committee of Management**

Thank-you to this team for all of your hard work this year, filling the gaps of committee vacancies and rallying together through some fairly heavy dealings.

Special mention goes to Nadine for keeping the Committee organised and informed and for specifically supporting the Executive Committee in the capacity that you have. .

Thank you for serving the kinder this year in the role of committee, and in each of the individual roles you have executed to support the ongoing operations of the kinder.

**Finances**

See the financial statements as submitted by the Treasurer to the AGM.

**Business Strategy**

A 3-Year business plan is currently being worked on to ensure LPK upholds it’s EXCEEDING rating and continues to be an efficient, successful kindergarten for 2023 and onwards.

**Financial Plan**

A financial management plan will be put in place, with the potential of outsourcing payroll and other key financial tasks to ensure efficiency and to mitigate risk. This will be completed as soon as possible.











