



Everton Park Kindergarten

28 Fallon Street, Everton Park, Brisbane, QLD, 4053
 Phone: 3355 3694 Email: kindy@epk.asn.au
www.epk.asn.au



EVERTON PARK KINDERGARTEN MANAGEMENT COMMITTEE

MEETING MINUTES - 7th August, 2019

GENERAL MEETING	
Welcome	
Open, Welcome and Apologies Meeting run by Lindsay M. Minutes taken by Lindsay M. Meeting opened at 7.34pm	
Attendees	Natalie Page, Michael Kusnierz, Lubica Fapova, Cassie Nash, Lindsay Mamaril. Staff: Anne Orchard and Lindy Diacaris
Apologies	Josh & Sharolyn Newington, Alycia Pettborne, Rebecca Campbell and Sachin Gupta

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING	
Previous minutes attached – 17 th July 2019. Moved that the previous meeting minutes be accepted. Carried.	
Moved: Anne O	Seconded: Cassie N
Actions from Last Meeting:	
<ul style="list-style-type: none"> Grinding & sealing concrete in patio area completed? <i>To be performed in September school holidays.</i> New local government councilor contacted? <i>To be checked.</i> 	

STANDING AGENDA ITEMS		
	TOPIC	ACTION OFFICER
1	PRESIDENT'S REPORT <ol style="list-style-type: none"> 1. The Brisbane City Council street signage have been installed. 2. Shed shelving budget was purchased and installed shelving on Saturday 3rd August. The ladder is to be hooked onto the building, not placed inside. 3. Grinding & sealing concrete in patio area to be completed during the September school holidays. Quote provided was \$3,800. Jodi has emailed the contractor asking if this can be completed in September school holidays – no response as yet. <i>Approval to engage the contractor as per quote received. Motion moved – Cassie N, Seconded Michael K. Carried.</i> 4. The Risk Assessment reports received from Consultants received were not satisfactory; we were unhappy with the company and will not use them again. The Risk Assessments identified that the fire plans were wrong. 	

	<p>5. New local government councilor to be contacted by Lindsay. To follow up with Jodi regarding this.</p> <p>6. Qld Education Early Years Program Grant acquitted 29 July 2019.</p> <p>Report moved by Michael K, Seconded by Cassie N. Carried.</p>	
2	<p>TREASURER'S REPORT See Treasurers Report</p> <ol style="list-style-type: none"> 1. Year to date profit is currently \$17,662, which is \$4,050 worse than budget projections. We have caught up due to 2020 enrolments. We currently have full enrolments in Group 1 and 22 children in Group 2. 2. We have received KISS funding (Kindy Inclusion Support Scheme). We received \$18,000 in support, which is \$2,000 more than we budgeted. 3. The net fundraising profit to date is \$976. We are still waiting for some chocolate money to be returned. Families are encouraged to return outstanding amounts ASAP. The fundraising budget is \$3,500. We have not secured a spot at Bunnings to date and will apply again for the end of the year, this usually yields a profit of approximately \$2,000. 4. Advertising is over budget. A large part of the expenditure will be covered by grant funds received in 2018. 5. Anne, Lindy and Aniko will be attending a conference in Hobart during the September school holidays. These costs are covered by Grant funding. 6. Repairs to the cement were budgeted at \$6,000, as a donation to the school this was discounted to \$3,800. This work will be completed during the September school holidays. 7. Outstanding fees from 2018 are progressing with a payment plan. <p>Report moved by Michael K, Seconded by Cassie N. Carried.</p>	
3	<p>PROMOTIONS COORDINATOR'S REPORT No Report</p>	
4	<p>VICE PRESIDENT'S REPORT No Report</p>	
5	<p>MAINTENANCE COORDINATOR'S REPORT No Report</p>	
6	<p>FUNDRAISING COORDINATOR'S REPORT</p> <ol style="list-style-type: none"> 1. We will enter into the next draw for Bunnings. 2. Bunnings also offer a cake stall, parents bake and price themselves. Lubica will apply for a few of these stalls. 3. Chocolates - Lubica to discuss with Jodi the money deposited as she does not think profit adds up. It was noted that the selection boxes proved more popular and to consider having only them and not freddo boxes next year. 	

	<p>4. Entertainment books – 11 have been sold. The hard copies have been removed, however electronic copies can still be purchased. The display will stay.</p> <p>5. Family Portrait Day – details to be confirmed by Lubica.</p> <p>6. Picture of a Plate – This will be advertised early October.</p> <p><i>Report moved by Cassie N, Seconded by Michael K. Carried.</i></p>	
7	<p>WORKPLACE HEALTH AND SAFETY REPORT No Report</p>	
8	<p>GRANTS OFFICER REPORT No Report</p>	
9	<p>DIRECTOR'S REPORT Report read by Anne O & Lindy D.</p> <p>1. C&K are having an Open week 2-7 September to provide an opportunity for children to visit. Everton Park will hold their open day on Saturday, 7 September between 10-12.</p> <p>2. C&K are applying for an online training program for Committee support.</p> <p><i>Report moved by Lindsay M, Seconded by Cassie N. Carried.</i></p>	
10	<p>OTHER BUSINESS</p> <p>1. There was an incident on 16 July 2019 whereby a child (Maddie) caught her eye on her locker, she attended hospital and received two stitches.</p> <p><i>Incident noted & accepted – Motion moved by Lindsay M, seconded by Cassie N</i></p> <p>Meeting closed at 8.20pm. Next meeting 11th September 2019</p>	