



Minutes of NNOOSH general meeting 6.30pm, Tuesday, 5th September 2023

Coordinator: Jan Flanagan

Meeting Attendees:

Libby Anderson, Janet Franklin (Jfran), Amanda Rush, Caitlin Moussa and Jan Flanagan (JF)

Apologies: Paul Freyne

Meeting began at 6:35 pm and finished at 7.35 pm.

Item	JFran Acknowledgement of country		
	<p>Moved: JFran Seconded: E Anderson that the minutes from 6.6.23 be accepted.</p> <p>JF read Jungmee Moon's resignation letter. Resignation accepted and agreed to send a letter of thanks and a bottle of wine.</p> <p>Position of Vice President to remain vacant as hoped amalgamation with P & C occurs before end of 2023.</p> <p>Moved: JFran Seconded: Amanda Rush All agreed.</p> <p>Minutes to be posted on website for transparency. CM reported that website 'colours' up-dated as requested by parents in recent survey. Regularly up-dated.</p> <p>AR queried what traffic websites receives.</p> <p>Query about quorum</p> <p><i>Discussed later in meeting that possible to agree with a motion by email after the meeting. JFran thinks that is true for the P & C but JF feels not covered by our Constitution. Anyway, it will be a new P & C Constitution.</i></p>		<p>JF to follow-up with website designer, Lisa Moore.</p> <p>JF to determine and email Com.</p> <p>JF to look at constitution.</p>



1	Coordinator's report	Action
	<p>Matters Arising out of Minutes on 6.6.23</p> <p>1 Add to Grievance/Exclusion policy: If there is a decision to exclude a child for longer than two weeks the Committee needs to be informed?</p> <p><i>Discussion around Grievance Policy. Whole Com to be involved. Jungmee has provided info from Lady Gowrie and QLD Govt complaints process info</i></p> <p>2. Template for letter to parents. Not quite sure what is wanted. Every circumstance is individual and therefore, a template is difficult.</p> <p>3. JM to provide copy of KU Grievance policy and procedure if possible. Not able to do but sent other information. Ie Lady Gowrie's Family Grievance policy & the Guide for effective complaints management by the Queensland Govt.</p> <p>I will go through both documents as a final edit to our policy.</p> <p>2. Ad for full-time Educator put on Network Jobs Noticeboard.</p> <p>No applicants so put on Seek, after being re-written. Closing date 16.9.23</p> <p>Interviewed one lady who was perhaps over-qualified but had no experience with policies, which we need.</p> <p><i>Discussion around giving Charlie Ragg more responsibility and therefore, extra training. JF asked Karla to discuss training with Charlie and prioritise practical training at first eg W,H & S.</i></p> <p>4. Sign off still to be made on Grievance policy and procedures. See 3. above</p> <p>5a. NNOOSH letter sent to P & C. Awaiting a formal reply.</p> <p>5b. An Auditor has been found and needs to be briefed by P & C. details then given to JF</p> <p><i>P & C will now sign off on contracting the Auditor, Highview, an accounting firm, this Thursday night at the delayed P & C meeting. Once Due Diligence is done, and the report is positive, P & C will provide a formal reply about amalgamating with NNOOSH.</i></p>	<p>It needs to be discussed with the Com before the exclusion. All names to be de-identified and if involves a com member's child they need to recuse themselves.</p> <p>Template to set out grievance process and procedure in terms of what to expect.</p> <p>This candidate was asked to do a trial but decided by meeting that not suitable. JF to contact her to cancel trial.</p> <p>JFran will organise after Due diligence.</p>



<p>6. Email parents re policies on website. Still to be done.</p> <p>7. Only a few not signed up to Debit Success. JF also working through debtors getting payment plans in place.</p> <p>New Matters:</p> <p>1. JF had to wait for Libby Moussa's return to organise invoice for ½ gates ie \$1663.75. Paid 16.8.23</p> <p><i>Discussion around 'closing of gates' in general. JFran noticed various gates open in NNOOSH hours eg Carillon Ave gate propped open by cleaners.</i></p> <p><i>JF noted this was a dangerous gate to have open as it is not in easy vies for supervision. She has also noticed KU gate, large car park gate and SUV gate open at various times.</i></p> <p>2. Now only a waitlist on Thursdays. A number of families have left school.</p> <p>EM and I decided to go for 150 to be completely sure. JF spoke to Catherine Lee who has sent out the new licence fees. They will not increase until 1.7.24. JF spoke to Catherine Lee on 14.8.23. She will send the licence numbers increase paperwork to JF within a week and it will take about 4 weeks after that. JF will not inform parents until we receive notification when it will start. That will be adequate time JF expressed concern to Catherine Lee that the 150 increase may not be used and we will be charged extra licence fees. Assured that calculated on average usage and if our numbers go down we can apply for a fee decrease.</p> <p>Two DET staff did a site visit on 31.8.23 and looked at all areas on new licence request, discussed staff numbers and how we would supervise. They could see no problems and so we can expect paperwork to sign off as soon as the compliance section sends it.</p> <p>3. JF to visit Indigrow, native plant nursery, hopefully with Liz Sellick.</p> <p>JF spoke to Amy Winter about the grant and she is waiting for Elizabeth's signature. JF has asked AW to provide details of what the grant covers as NNOOSH will contribute. At Assessment & Rating time was told that would</p>	<p>JF: Calculate numbers who</p> <p>a)Need to sign up to Debit Success including separatecategories</p> <p>i)Those families whose debts need to be reduced before they sign up to Debit Success and</p> <p>ii)Those who have not simply signed up.</p> <p>b) List of 'write offs'</p> <p>JF to email school.</p> <p>CM to remind NNOOSH staff. Noted that new gates make it easier, because of their positioning, to see if open.</p> <p>All agreed.</p> <p>JF to email EM requesting info to do NQAITs report.</p>
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<p>need to file, through the NQA IT system (National Quality Agenda IT system), a SA12 'Notification of Change of information' specifically 'any proposed change to the services premises.'</p> <p>4. Purchased another shed and Charlie put it together. Trying to make more space in the TV room.</p> <p>5. Rock climbing has been very successful. Mostly 11 different children each Wednesday and Thursday for 1 hr. Will do it again next year.</p> <p>6. Looking at bringing in an outside service provider to do 4 weeks each AFL and netball. Presently asking for interest from the children.</p> <p>7. I have never taken any personal or sick leave in this job, as I normally just come in another day, and currently have 505 hrs of personal leave accrued. I am going to take 2 weeks of personal leave at 25 hrs per week soon to take my son on a holiday. Hope that is OK?</p> <p>Treasurer's report: Tabled by Amanda Rush Moved: Elizabeth Anderson Seconded JFran to accept report.</p> <p>JF noted that approx. \$125000 in bank and does not understand why continual losses shown quarterly. Accounts with Auditor so will see what happens after Audit</p> <p>JF sent email to whole Committee to allay fears about Profit/Loss for 2023. We had a profit of</p> <p>\$ 80,969.02 for the full financial year 2022-23, with total income of \$628760.</p> <p>Of that, Wages \$426710 plus Super \$ 43926 Total \$470636 Wages are approx. 74.8 % of income</p> <p>However, \$3222.55 will need to be refunded to the NSW Govt for BASC vouchers not used.</p> <p>Some discussion around why such a healthy profit when AR nominated losses in her report for most of financial year.</p> <p>AR asked for explanation for \$8-\$10 K that appeared in income & expenditure report as a negative expense.</p>	<p>JF to look in MYOB for Profit/Loss for financial year ended 31/6/23.</p> <p>JF text Angeles but did not get a response. JF believes it is some sort</p>
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	<p>Because our balance is so healthy I propose not to charge for no 6 above. Also, NNOOSH will make a contribution to the garden just outside our building.</p> <p>I also propose to charge absences at the Happy Hour rate of \$18 rather than the full afternoon rate of \$26 per session. This is a way of giving back to parents a little. With permission I will begin that in 2024 after analysing the financial for the 6 months to 30.12.23 to make sure we can afford it.</p> <p>Motion:</p> <p>That all absences reported within the 24 hr period, be marked at the HH rate. This policy to start from 1/1/24 pending the Co-ordinator reviewing finances in last 6 months of 2023.</p> <p>Moved: Elizabeth Anderson Seconded: JFran All agreed.</p> <p>Our Award provided for a 5.75% increase as of 1.7.23, food costs are higher and our licensing fee will increase by 50% approx. from 1.4.24. We will have higher numbers then so income will increase.</p> <p>Discussion around staff costs: Recently we looked at staffing to make sure our ratios were correct. Developed a list of jobs for staff to do at short notice when they have spare time between 2-3pm. CM has done an initial list.</p> <p>Further to staff start and finish times, it was discussed that Patrick Verity sometimes starts earlier than his rostered shift in order to complete his tasks.</p>	<p>of reconciliation of a leave entitlement so that money is 'set aside' for costs.</p> <p>JF to review Profit/loss for 6 months 1/7/23-30/12/23.</p> <p>JF to email Guild, our insurer, to find out if he is covered for an accident in that period.</p>
General Business		
	<p>1. JFran to discuss provision for childcare by NNOOSH at P & C meeting on Thursday, 7/9/23.</p> <p>JF noted that for every time this year, that childcare was provided, no-one turned up even though they said they needed care. No-one contacted to say they no longer needed it.</p> <p>Next meeting to be confirmed at a later time when JF contacts Highview about length of amalgamation process.</p>	



	<p>Not to be held in weeks 2 or 6 when P & C meeting is held.</p> <p>Term 4 is normally the AGM where a new Committee is nominated but JF will investigate if delay is possible due to change in Approved Provider.</p> <p>Next Meeting: TBC (Not wk 2 or 6 as that P & C)</p>	<p>Signed and will be returned to Auditor</p> <p>JF to email Network about preferred auditor, accountant.</p>

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