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# BEACONSFIELD KINDERGARTEN

## MINUTES OF AGM

### MONDAY December 6<sup>th</sup> 2010

Meeting Opened at 7.41pm

**PRESENT:**

Andrea Dockley, Nicole Ferguson, Rachel Payne, AnneMaree Francis, Kim Busacca, Jane O'Sullivan, Erin Shute, Michelle Murphy, Deanna Baldacchino, Belinda Moresco, Emily Van Beveren, Kirsty Laver, Jodi Sheedy, Wendy Williams, Fiona Drury, Mel Carney, Jessica Darnell (Cardinia Shire), Andrea Richardson, Kristy Kerr, Sharon Blume, Kylie Tytler, Nicole Mylas, Steve Paterson, Jeanette Bartlett, Debra Lovett

**APOLOGIES:** Jenny Presutto, Joanna Lee

**1. MINUTES OF PREVIOUS MEETING:**

An overview of the minutes of Monday November 30<sup>th</sup> 2009 AGM was given and has been accepted as a true and correct record of the meeting by the members of the committee. A copy was made available for parents to view if they wished.

**Moved: AnneMaree Francis**  
**Seconded: Belinda Moresco**

**2. Business Arising From Previous Minutes**

No Business

**3. REPORTS**

**3.1 PRESIDENT – (Presented by Jane O'Sullivan)**

Welcome everyone and thank you for joining us at the Beaconsfield Kindergarten Annual General Meeting.

Our Kindergarten is run by a Committee of Management. The Committee is responsible for the good governance of the Kindergarten and to ensure decisions made are in the best interest of the Kinder. The Committee members are generally parents of current, future or former kinder children.

The Committee meets monthly to review kinder activities and make decisions regarding the running of the Kinder in consultation with our staff. Some of our Committee members are involved in the day to day running of the Kinder, particularly our Enrolment Secretary, our Treasurer and our Grounds Coordinator. Others are involved in behind the scenes work, like our Secretary, Vice President, Staff Liaison Officer, Fundraising team and our General Committee members.

Our Committee is supported by an outstanding team of teachers and co teachers who deliver an amazing play-based educational program where each child is valued as an individual. They have been faced with many challenges throughout the year and have addressed each one with a positive and proactive attitude. Thank you all for your commitment and professionalism, for your unwavering enthusiasm and imagination and for the support you have given me over the year.

We are fortunate to have Nicole Ferguson as our part-time Office Manager. Nicole undertakes many of the responsibilities that ordinarily would fall to teaching staff and Committee members and without her our Kinder would not run as smoothly as it does. Thank you for your dedication, integrity, advice and support this year.

2010 has been a year of consolidation. After a number of staff changes in 2009, I am pleased to report our staffing has remained stable this year and will continue as-is next year. Staff interviews were held mid-year and most staff had the opportunity to have a say on the operation of our Kinder, to discuss concerns and raise issues. This new initiative was a positive one for all involved and I recommend this continue in the future.

We have an exciting year ahead, with contact time for children increasing slightly from 10 hours per week to 10.5 hours per. We will maintain our seven four-year-old Kinder groups with five here at O'Neil Road and two

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at Woods Street 175 children will participate in our funded four-year-old program. We will also continue with two deferment kinder groups, with 29 currently enrolled.

Jeanette Bartlett and Kathy McMaster will run Red and Blue Groups at Wood Street. At O'Neil Road, Erin Shute and Sharon Hancock will run Silver and Orange groups, Jenni Presutto and Carly Sinclair will run Aqua group, Rachel Payne and Julie Coates will run Yellow group and Kim Busacca and Lorinda McKinnon will run Purple group. Rachel Sutcliffe will run the deferment program with the assistance of Lorinda McKinnon and Kerry Foster.

I'd like to take this opportunity to thank our outgoing Committee for all your work this year. Our meetings have been positive and productive and a pleasure to chair. I would like to especially thank those of you that undertook key roles this year including:

- Wendy Williams for her work as Vice President and Grounds Coordinator, and for her efforts in establishing our Bursary sub-Committee. Your work has been tireless and is very much appreciated.
- Steve and Kim Peterson have shared the role of Treasurer, with Steve joining us at meetings and Kim working behind the scenes. A terrific team effort!
- Andrea Dockley has now served six years on our Committee and this year was her fourth in the role of Secretary. Thank you for continuing your hard work this year.
- Deanna Baldacchino, Fiona Drury and Melinda Carney have had an outstanding year as our Fundraising team. Your efforts are truly appreciated as they help us purchase resources and keep the cost of our kinder programs lower for our families.
- Belinda Moresco has been a wonderful support to me and our staff in the role of Staff Liaison Officer and Jodi Sheedy did a great job as Enrolments Officer. Thank you both.
- Thank you also to all of our general Committee Members for your dedication and input at meetings throughout the year.

Finally, I would like to thank those of you here this evening that have nominated or are considering nominating for a position on our Committee. I look forward to working with you next year, the 40<sup>th</sup> year of operation for Beaconsfield Kindergarten.

**Moved: Jodi Sheedy**  
**Seconded: Emily Van Beveren**

### **3.2 TREASURER/AUDITOR – (Presented by Steve Paterson)**

Steve explained the role of treasurer briefly and how he had shared it with his wife – he had presented the monthly report each meeting whilst his wife had come in weekly/fortnightly to help Nicole.

#### Audit Report 2010

We have had our records audited by independent auditor Graeme Taylor from OK Accountants. They have conducted our audit in accordance with Australian Auditing Standards and it is of their opinion; "The financial report of Beaconsfield Kindergarten Inc. presents fairly, in all material respects, as required under section 30 (3A) of the Act of the financial position of Beaconsfield Kindergarten Inc. as at September 30 2010 and of its financial performance for the year ended in accordance with the accounting policies described in the financial statements and the Associations Incorporated Act (Vic)."

The full financial report is here and available for the committee to view.

Motion moved to accept the audit report as a true and correct record.

**Moved: Fiona Drury**  
**Seconded: Wendy Williams**

### **3.3 FUNDRAISING – (presented by Deanna Baldacchino)**

Fiona, Mel and I have had an absolutely fabulous time on the fundraising team this year.

Our total raised was almost \$8,700 of which we are very proud. Our activities included:

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- Trivia Night
  - Pie Drive
  - Hot Cross Buns
  - Shopping Tour
  - Toy Catalogue
  - Picture Plates
  - Family Portraits

The committee, staff and parents have been extremely supportive and have made our task an absolute joy. We would highly recommend joining the fundraising team and would like to thank everyone for their support.

**Moved: Steve Paterson**  
**Seconded: Michelle Murphy**

### 3.5 TEACHER'S REPORTS – (Presented by Jeanette Bartlett)

#### O'Neil Road~Purple Room

Orange & Silver Groups: Erin Shute & Sharon Hancock – 48 children

Purple Group: Kim Busacca & Lorinda McKinnon – 25 children

#### O'Neil Road~Blue Room

Aqua Group: Jenny Presutto & Carly Sinclair – 25 children

Yellow Group: Rachel Payne & Julie Coates – 22 children

Deferment Groups will also run in the Blue Kinder Room – 29 children

#### Wood Street

Red & Blue Groups: Jeanette Bartlett & Kathy McMaster – 50 children

#### **Thank-you outgoing Committee of Management:**

The staff group would like to extend their sincere thanks to the 2010 committee of management. We appreciate the time that each member has volunteered to assist in the operation and management of the kindergarten. It would be impossible for the staff to run the kindergarten without this valuable assistance. Your time, effort and support have been much appreciated by all staff throughout the year. Thank-you!

#### **Beaconsfield Kindergarten Philosophy of Teaching and Learning:**

Jeanette Bartlett spoke on behalf of all the teachers and spoke of Beaconsfield Kindergartens philosophy – a summary of this follows.

Summary of Philosophy of Teaching and Learning:

- Beaconsfield Kindergarten values a child and family centred practice. We embrace children and families of all skills, backgrounds and cultures. Families know their child best and developing a strong relationship between home and kindergarten will help promote the development and inclusion of children.
- Beaconsfield Kindergarten strongly values play as a medium for learning. Indoor and outdoor play enables children to learn through their interests, be creative, problem solve at their own pace, make choices and learn from mistakes.
- Children are recognised as individual learners who learn through a combination of free choice and teacher directed experiences. All children have individual goals and learning programs developed for them throughout the challenge and extend children's individual skills.
- Staff value and recognise the importance of early childhood education and regularly reflect on their practice and skills.

A copy of the full philosophy is on file.

Thank-you to everybody who has attended this evening and we would like to wish everybody a safe and relaxing Christmas and wish everybody a safe and exciting 2011!

**Moved: Deanna Baldacchino**  
**Seconded: Fiona Drury**

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### 3.6 ENROLMENT SECRETARY – (Presented by Jodi Sheedy)

All four year old groups are mostly full (25 students each).  
Deferment group still has places available.  
Casey residents are still on the waiting list for places.

**Moved: Andrea Dockley**  
**Seconded: Jane O’Sullivan**

### 3.7 GRANTS REPORT

No report

**Moved:**  
**Seconded:**

### 4. GENERAL BUSINESS –

Wendy Williams – Vice President and Bursary Report

Wendy spoke of her immense enjoyment of being involved in the committee and her role in helping to establish the ‘Bursary Fund’. She thanked all the others involved in the bursary sub-committee (Jeanette Bartlett, Jenny Presutto and Emily Van Beveren. She also spoke of her satisfaction in the position of ‘grounds keeper’ and the projects that will start next year for both Wood Street and O’Neil Road.

### 5. NOMINATIONS FOR 2011 COMMITTEE (Chaired By Debra Lovett)

Debra Lovett spoke about how the Kindergarten runs and that it is essentially a ‘small business’ that would be financially unable to survive if the people on the committee were actually paid for their services. She spoke of how volunteering was rewarding for all involved, that is those doing the volunteering and those benefiting from it. She declared all committee positions vacant and called for nominations. The following nominations were received and accepted by the majority.

<b>President -</b>	Wendy Williams
<b>Vice President -</b>	Jane O’Sullivan
<b>Treasurer -</b>	Kylie Anne Tytler
<b>Secretary -</b>	Andrea Richardson
<b>Enrolment Officer -</b>	Michelle Murphy
<b>Enrolment Assist -</b>	Kristy Kerr
<b>Fundraising -</b>	Mel Carney, Fiona Drury

General Committee – Belinda Moresco, Nicole Mylas

Other positions are required; *grounds coordinator, bursary subcommittee, staff liaison*. These will be drawn from the committee at the beginning of 2011.

The first committee meeting will be on Monday February 21<sup>st</sup> 2011. You can nominate yourself and attend the first meeting. There is a maximum of 16 general committee members.

The AGM closed at 8.45pm