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# BEACONSFIELD KINDERGARTEN

## MINUTES OF AGM

### MONDAY November 30<sup>th</sup> 2009

Meeting Opened at 8.05pm.

**PRESENT:**

Andrea Dockley, Tarin Dorling, Nicole Ferguson, Kim Peterson, Rachel Payne, Mel Waters, AnneMaree Francis, Mim Cormack, Kim Busacca, Sally Andersen, Jenny Presutto, Liz Metcalfe, Louise Mettes, Jane O'Sullivan, Naomi Robertson, Erin Shute, Michelle Murphy, Sue Nicholas, Carolyn Whitelaw, Callinda Beale, Deanna Baldacchino, Tracey O'Connor, Leonie Morrison, Belinda Moresco, Jacinta Studhain, Emily Van Beveren, Kirsty Laver, Jodi Sheedy, Wendy Williams, Anne Marie Davine, Kirsty Mac Innes

**APOLOGIES:** Kim Troiani, Jeff Smit, Jo Parkinson, Melissa Summers

**1. MINUTES OF PREVIOUS MEETING:**

An overview of the minutes of the 2008 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: Jane O'Sullivan**

**Seconded: AnneMaree Francis**

**2. Business Arising From Previous Minutes**

No Business

**3. REPORTS**

**3.1 PRESIDENT**

Welcome everyone here tonight and thank you all for coming.

At Beaconsfield Kindergarten we are run by a committee of management. Our committee is made up of parents from the Kinder and the wider community who have an interest in our Kinder. The committee of management is responsible for all of the decision making for the Kindergarten (often in consultation with the teachers). Any decisions that need to be made are passed at our monthly committee meetings. These meetings are held on the 3<sup>rd</sup> Monday of each month.

Members from the Committee also help with the day to day running of the kindergarten; the positions of enrolment officer, treasurer and grounds co-ordinator are some of these. We are of course in a very fortunate position to have an office manager – Nicole Ferguson – who takes on a great deal of the administrative tasks associated with the Kinder – we are extremely appreciative of all her hard work.

**This year we have had a number of changes at the Kindergarten:**

We welcomed Rebecca Angus to take over whilst D'Arne Fisher was on maternity leave – but it appears there is something about the 'purple' room – as by the end of term 3 we were saying goodbye to Rebecca as she prepared for the imminent arrival of her own bundle of joy. We were very pleased then to be able to employ Rachel Payne who has reinforced the high calibre of kinder teacher that we offer at Beaconsfield. All I can say to Erin Shute – who is moving to purple room in 2010, is "Don't drink the water in there".

As Mrs Kim Busacca will be taking on a 4 year old group next year we are currently in the process of organising interviews for the position of deferment teacher. We will let all families concerned know who the teacher is in due process.

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We have made a number of 'behind the scenes' improvements to each centre this year. We have spent over \$5000 on new materials, resources and equipment – bringing us up to date at both centres. O'Neil Road has had new pole pads installed and both store rooms have been revamped at Wood Street. Then of course with our grant funds from 2008 we finally updated our 25 year old kitchen at Wood Street. It now has a spectacular modern kitchen and new appliances – there were many people involved in making this happen and we thank them all for their hard work and effort.

Our fundraising team have worked tirelessly in their effort to raise money for the kinder. They put a huge effort in and we really appreciate it. Thankyou! Fundraising enables us to purchase new equipment and materials for our children and top up funds for incursions in order to keep the cost lower for our families. The fund raising team will give a full report on this shortly.

I would also like to thank all the other members of the Committee for all their hard work this year. Treasurer Kim Troiani and assistant Kim Peterson for their professional and often entertaining presentation of the monthly financial report, enrolment officer Melissa Summers for all the long hours she has put in organising enrolments for next year and years to come. Thanks to our secretary this year, Tarin Dorling, always efficient. Thank you to this year's Vice President, Sally Andersen, who has done a great job as VP and been of assistance to me with a few 'interesting' issues this year and thankyou to all the general Committee for their commitment and attendance throughout the year.

**The coming year:**

Next year we have 7 groups of four year old children, 2 groups will be at Wood Street, 5 at O'Neil Road. We will also have 2 deferment groups at O'Neil Road.

Next year we will have approximately 177 four year old children and 38 deferment children.

Our team now consists of:

Wood Street

Jeanette Bartlett & Kathy McMaster - Red & Blue Groups

O'Neil Road

4 Year Olds

Erin Shute & Sharon Hancock - Silver & Orange Groups

Jenny Presutto & Debra Garwood - Aqua Group

Rachel Payne & Julie Coates – Yellow Group

Kim Busacca & Lorinda McKinnon - Purple Group

Deferment

Unknown & Lorinda McKinnon/Kerry Foster

Finally I would like to thank this year's staff for all of their hard work in making Beaconsfield Kindergarten the sensational centre that it is. The commitment from this dedicated team of staff members is unsurpassed – all the hours spent 'behind the scenes' are what makes this kinder truly magnificent. So once again; thankyou teachers, co-teachers and administrative staff.

We are all looking forward now to 2010. Shortly we will welcome our new committee. Who I am sure will only help to foster Beaconsfield Kindergartens exemplary position in the community.

**Moved: Mim Cormack  
Seconded: Mel Waters**

### 3.2 TREASURER/AUDITOR

Audit Report 2009

The Audit Report was conducted by Okey, Stopp & Taylor Accountants. The first part of the report was read out to parents at the meeting and the report was made available to everyone for viewing in full at the end of the meeting.

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

**Moved: Louise Mettes**  
**Seconded: Belinda Moresco**

### 3.3 FUNDRAISING

The Fundraising Team has experienced a challenging yet rewarding year. We have really enjoyed working together and have appreciated the opportunity to contribute to such a wonderful Kinder. We limited the number of fundraising activities this year as we were conscious of the financial demands facing many families. We thank all the kinder families that supported our activities.

#### **Financial Summary:**

Entertainment book	\$140.00
Vision Portraits	\$1166.00
Pictureplates	\$1800.00
Shopping Tour	\$1186.95
Labels	Commission - ongoing
Toy Catalogues	\$600.00 in vouchers*
Kinder Photos	\$TBA
Sunscreen	\$244.50
<b>TOTAL</b>	<b>\$5137.45</b>

\* Approximate figure

#### **Thank you**

A huge thank you is extended to Nicole Ferguson for her patience, guidance, wisdom and assistance. The help and enthusiasm of all the teaching staff has been invaluable throughout the year. Thanks are also extended to the Committee for their ongoing advice, support and encouragement.

**Moved: Andrea Dockley**  
**Seconded: Louise Mettes**

### 3.5 TEACHER'S REPORTS

#### O'Neil Road~Purple Room

Orange & Silver Groups: Erin Shute & Sharon Hancock

Purple Group: Kim Busacca & Lorinda McKinnon

#### O'Neil Road~Blue Room

Aqua Group: Jenny Presutto & Debbie Garwood

Yellow Group: Rachel Payne & Julie Coates

Deferment Groups will also run in the Blue Kinder Room

#### Wood Street

Red & Blue Groups: Jeanette Bartlett & Kathy McMaster

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

The staff group would like to extend their sincere thanks to the 2009 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!

#### **Welcome to 2010 Committee of Management:**

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We would like to welcome the newly appointed committee for 2010! We look forward to working with you throughout the coming year. Thank-you for supporting the kindergarten, being involved in the kindergarten committee is a valuable contribution to your child's kindergarten year and the staff is looking forward to sharing the year with you all!

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

In light of the new Early Years Curriculum and National Learning Framework that is being implemented in 2010 the kindergarten staff have been reflecting on our practice. Together we have been discussing why Beaconsfield Kindergarten appeals to our local community and how our professional practice is reflected in our kindergarten programs.

As a result of these discussions we have developed a Philosophy of Teaching and Learning. We endeavour to display a copy our Philosophy in each centre to share with the kindergarten community. We encourage all families to read this document and we welcome your feedback and suggestions.

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 attached 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 2010!

**Moved: Jodi Sheedy  
Seconded: Belinda Moresco**

**3.6 ENROLMENT SECRETARY**

All four year old groups are currently full.  
Deferment group still has some places.  
25 Casey residents are still on the waiting list for places.

**Moved: Kim Peterson  
Seconded: Tarin Dorling**

**3.7 GRANTS REPORT**

Grants received

\$3000 new equipment grant from the state government – O'Neil Rd

\$3000 new equipment grant from the state government – Wood St

New desktop computer from the Kindergarten Information Technology Project – O'Neil Rd

New desktop computer from the Kindergarten Information Technology Project – Wood St

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Grants applied for but not received

Parental Library – Fosters

Vegetable Garden – Landcare/Coles

Volunteer equipment Grant - Laptop

Grant Applications in progress

Water tanks for both Kinders. Funding will requested from The Andrews Foundation and Cardinia Shire, through the Capital Grants programme.

**Moved: Mel Waters  
Seconded: Jane O’Sullivan**

**4. GENERAL BUSINESS –**

**Constitution**

The Beaconsfield Kindergarten’s constitution has not being updated since the 70’s. A copy of the new constitution has been out and available for review at both centres for the last few months. After the motion is passed the constitution will be sent to Consumer affairs for approval.

Callinda Beale moves that the new constitution for the Beaconsfield Kindergarten be adopted and accepted.

Seconded by Andrea Dockley and Sally Andersen.  
Motion Passed by all.

**5. NOMINATIONS FOR 2010 COMMITTEE (Chaired By Anne Marie Davine)**

Parent participation is paramount to run and attribute success to a Kindergarten. Without a supportive committee it is impossible to run a successful Kinder.

**President -** Jane O’Sullivan  
**Vice President -** Sally Andersen  
**Treasurer -** Kirsty Mac Innes  
**Secretary -** Andrea Dockley  
**Enrolment Officer -** Jodi Sheedy  
**Enrolment Assist -** Michelle Murphy  
**Fundraising -** Deanna Baldacchino

General Committee – AnneMaree Francis, Mel Waters, Sue Nicholas, Jo Parkinson, Wendy Williams, Emily Van Beveren, Kirsty Laver

Nominations were taken and accepted, it is sure to be a great year in 2010. The current committee is to hand over to the new committee after this AGM.

*The first committee meeting will be on Monday February 15<sup>th</sup> 2010.* You can nominate yourself and attend the first meeting. There is a maximum of 16 general committee members.

The AGM closed at 8.45pm