



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

YMCA of Sydney Childcare Coordinators Staff Meeting

Meeting Minutes

Date – Tuesday 16th August 2011 at 12:30-2:30 pm

Attendees: Chloe, Jac, John, Sheree, Carine, Kara

Apologies:

Ice Breaker –

1.0 Minutes received and accepted of previous meeting

- Any previous business arising from previous minutes.

2.0 Presentations Themes and excursions suggested for next holidays

3.0 Items for discussion / decision

3.1 OH&S – orientation (Adrian)

- Induction for new employee
- Checked all centres for hazards.
- Use fees book
- Danger zone border; using electrical tape on the ground showing children where not to go when hot stuff in the kitchen.
- Yearly check list also getting our OH&S folders up to date
- John asked about lock down procedures when there's a threat
- 1st Aid bags to be checked

3.2 Congrats to Chloe new position – Children's Services Team Leader

- Yeah Chloe, nice work
- Everyone be nice to her
- Chloe will be taking on Jacqui's role whilst Jac on leave week 7. All roster changes for this time period to Jacqui now so not too much for Chloe to do.

3.3 Father's day campaign – Satellite Centre level Dad's and doughnuts Fri 2nd Sept during afternoon tea time.

- ACTION ITEM: advertise it in your OSHC and school's newsletters.
- ACTION ITEM: estimate expense for purchasing the extra afternoon tea and get back to Jacqui by end week 6, 26th August 2011 so she can order extra money.
- Parent Centre Dad BBQ – Fri 2nd about 6:30pm flyers to follow shortly. If you would like to come down & lend a hand that would be great

3.4 Absence recording (Sheree)

- If a child is away before and after make sure you have marked both on the computer

3.5 Kindy orientation – when, idea of presentation to do

- Use the flyers if your kindy orientation is this term. (see jac)
- ACTION ITEM: Check with your school when they are report back to Jacqui before end week 5.

3.6 P&L's

- Just going through it and understanding it.

3.7 Debtors

- Make sure all centres to get all fees on track
- Next term maybe give out a full term amount at the beginning of term.

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3.8 BASC photo collages – school gifts

- For school gift for Christmas so they can hang them in the office
- Also staff photo board for all centre with all staff on it

3.9 Handbook insert updates

- ACTION ITEMS: Take photos of staff that are attending & update handbook inserts by end week 8 9th September.

3.10 Movie/date night

- 9th September 6-9pm in the GF room at Caringbah YMCA all received the flyer
- If anyone wants to help please come and help
- ACTION ITEM: Advertise in centres. Jac to issue flyer before end of week 5. Distributed to parents during week 6 & 7, 22nd August -2nd Sept 2011.

3.11 Money spinner

- Fund raising for siblings reconnect
- Fund raising for the YMCA goes straight back into the centre

3.12 Holiday adventures t-shirts

- ACTION ITEM: Please wear them about wk 7 if you don't have see jac

3.13 AASS site approvals st pats wed 17th & LP Thurs 1st

3.14 Principal meets

- ACTION ITEM: meetings booked before end week 5 let Jacqui know when are

3.15 Holiday Adventures Update (Chloe)

- 29th aug till fir the 2nd get back to chloe asap
- ACTION ITEM: Philbert and Shelly suit coming to centre week 7, get permission from principals during meetings next week to have marketing blitz one afternoon during this time.

3.16 Lesson plans (anything other requests from Chloe)

3.17 Crèche news (Jac) moved to next meeting

3.18 Partnerships with schools (John)

- Dan and john went to the schools working bee
- Doing a day in the canteen
- Guessing comp funds raised go towards Siblings reconnect.

4.0 POLICY REVIEWS –

- ACTION ITEM: Review hard copies of policies received to be reviewed before next local coordinators meeting, 6th Sept 2011. Provide feedback where necessary.

4.1 Policy review with centre staff at centre meetings (John)

4.2 Child safe code of conduct

4.3 Reinforce staff grievance procedure

4.4 Runaways

Standing Items

- 5 minute whip around of what is happening in accreditation

Items not originally on Agenda

- ACTION ITEM: Asset registry due to Jac by 26th August 2011

Next meeting – 6th September 2011 12:30-2:30pm

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Meeting close