

# Meeting Minutes

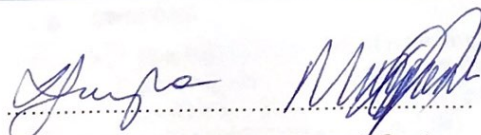
<b>Meeting:</b>	<b>The Kids Castle AGM</b>	<b>Date:</b>	<b>Monday 28 March 2022</b>
<b>Location:</b>	<b>The Shell, Castle Cove Public School</b>	<b>Time:</b>	<b>18:00</b>
<b>Attendees:</b>	<b>Name</b>		
	Hamish Anderson (President), Asha Oberoi (Vice President), Gino Sorrentino (Treasurer), Roy Faulkner (Director), Anna So (Kids Castle Educator), Leonie Taylor (General Member), Lauren Ng (General Member), Louisa Moynihan, Natalie Wailes, Kate Paton, Lynne Crozier, Kathy Lau.		
<b>Apologies/ Absent:</b>	<b>Name</b>		
	Michelle Kearney (Secretary), Alex Topp (TKC Accountant)		

Item	Topic and discussion points
1	<p><b>Welcome, Quorum and Apologies</b></p> <ul style="list-style-type: none"> <li>Hamish Anderson opened the meeting at 6.10pm and welcomed and introduced himself to attendees and advised of apologies.</li> </ul>
2	<p><b>Committee Member Reports</b></p> <ul style="list-style-type: none"> <li>Each of the following committee members spoke to their Reports. All reports read and discussed to be published on the TKC website: <ul style="list-style-type: none"> <li>President's Report- Hamish Anderson</li> <li>Treasurer's Report - Gino Sorrentino.</li> <li>Director's Report – Roy Faulkner.</li> </ul> </li> </ul> <p><b>Action: TKC Committee to ensure we continue follow up emails to the DOE on the removal of trees which are a HSE risk.</b></p> <p><b>Action: Ongoing communication with the Department of Education and our Insurance company regarding the water damage and claim for TKC centre. As the insurance claim relates to a structural issue, the DOE is required to approve the insurance claim prior to the claim being progressed by our insurer.</b></p>
3	<p><b>Discussion regarding transfer into P&amp;C</b></p> <p><b>a. Structure</b></p> <ul style="list-style-type: none"> <li>The NSW Government have implemented changes to the operation of OOSH centres run by Parent committees. The changes will mean that OOSH centres will be run by the P&amp;C or via a private contractor, (following a tender process). The preference is for TKC is to continue as a sub-committee. under the structure of the P&amp;C.</li> </ul> <p><b>Action: Further information is required regarding the presentation of financials whether they should be consolidated with the P&amp;C financials or presented separately.</b></p> <p><b>b. Phasing</b></p>

Item	Topic and discussion points
	<ul style="list-style-type: none"> <li>▪ Clear guidance on the timing of the transition from the current Parent run Committee to the new structure is yet to be outlined by the NSW Government although preliminary forums have suggested the transition is expected to occur before the end of 2022.</li> </ul> <p><b>c. Handover</b></p> <ul style="list-style-type: none"> <li>▪ Key actions required to handover the responsibilities from the previous Executive Committee to the newly elected Committee, is outlined as follows:</li> </ul> <p><b>Action: Identify 3 Committee members to be custodians of the bank account at CBA which require tokens and authorisations. This delegation is a core priority.</b></p> <p><b>Action: Banking access privileges for Roy and Alex to be updated to READ only to allow streamlined reconciliation processing.</b></p> <p><b>Action: Insurance records to reflect new Executive Committee member details.</b></p> <p><b>Action: PRODA custodian access to change from Hamish and Asha to new Executive Committee members.</b></p> <p><b>Action: New Committee to meet with Alex to perform handover of processes.</b></p> <p><b>Action: Work with Roy on the layout of the new Garden learning area with regards to his concerns over the trip hazard.</b></p> <p><b>Action: Review 2022 Budget and consider allocation of funds to pay for internal contents damaged in TKC room and claim insurance money at a later date.</b></p> <p><b>Action: Discussions to the new computers/shed upgrades.</b></p> <p><b>Action: Hamish to set up email <a href="mailto:committee@thekidscastle.com.au">committee@thekidscastle.com.au</a> as an alias which will send emails to all committee members thereby ensuring all members receive required emails.</b></p>



4	<p><b>Nominations and appointment of Committee members</b></p> <p>The following members stood down from their positions within the Committee and new members were nominated with agreement from all Committee members.</p> <ul style="list-style-type: none"> <li>▪ Hamish Anderson stood down as President. Leonie Taylor and Mayank Gupta were nominated as INTERIM Presidents.</li> <li>▪ Asha Oberoi stood down as Vice President. No other attendee was nominated.</li> <li>▪ Gino Sorrentino stood down as Treasurer. Louisa Moynihan was nominated as INTERIM Treasurer.</li> <li>▪ Alex Topp is the Public Officer.</li> <li>▪ Lauren Ng, Natalie Wailes, Lynn Crozier and Kate Paton were nominated as General Members.</li> </ul> <p><u>Committee positions going forward:</u></p> <p>JOINT INTERIM Presidents; Mayank Gupta and Leonie Taylor</p> <p>Vice President – No nominations.</p> <p>INTERIM Treasurer – Louisa Moynihan</p> <p>Secretary – Michelle Kearney</p> <p>General Member – Lynn Crozier</p> <p>General Member – Natalie Wailes</p> <p>General Member – Katie Paton</p> <p>General Member – Lauren Ng</p>
5	<p><b>Playground upgrade:</b></p> <ul style="list-style-type: none"> <li>▪ To Commence in May 2022</li> <li>▪ Contract for works has been signed.</li> <li>▪ 25%-30% delays expected due to weather, materials/supply and labour shortage delays.</li> <li>▪ The final contract is \$20,000 cheaper than budgeted.</li> </ul>
6	<p><b>Rent Contributions</b></p> <ul style="list-style-type: none"> <li>▪ Expected to decrease with the formation of the new structure and temporary use of classroom facilities due to water damage in Kids Castle main room.</li> </ul>
7	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>▪ 8.20pm</li> </ul>



Name: Leonie Taylor and Mayank Gupta

Date: 13.05.22