

2023 T4 Meeting Minutes

Meeting:	The Kids Castle Committee Meeting	Date:	Monday 11 December 2023
Location:	TKC Centre, Castle Cove Public School	Time:	7:00pm
Attendees:	Name		
	Executive Members: Mayank Gupta (Co-President) & Leonie Taylor (Co-President), Stephen Hogg (Treasurer)		
	General Members: Araz Mirzaian, Rachele Drouza, Alexia Wellbelove, Natalie Wailes		
	Staff: Roy Faulkner (Director) & Alex Topp (Admin)		
Apologies/ Absent:	Name		
	Katie Paton (Secretary), Alanna Henning (General Member), Vicky Lord-Carlyle (General Member)		

Item	Topic and discussion points
1	<p>Welcome</p> <ul style="list-style-type: none"> Mayank Gupta opened the meeting at 7.05pm and approved last minutes; Rachele Drouza seconded.
2	<p>Co-Presidents Report (Mayank)</p> <ul style="list-style-type: none"> Congratulated the staff and the committee on a successful year, commenting specifically on the way the P&L has been turned around and even though the year is likely to end in the red, it is far less than originally projected. Looking towards next year, one of the main aims should be to work on obtaining grants and local support. Overall, the committee are looking forward to having more kids in Kindy in 2024 and the exciting new ideas being filtered through for programming in the new year. <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Committee to use connections to touch base with Tim James, Tania Taylor and other offices to see what grants and support are available ➤ Roy and the team to look into government grants and options for support ➤ Roy and the team to also look into why support hasn't been awarded in the past to see if we can address these directly to help get future grants
3	<p>General Update on the centre (Roy)</p> <ul style="list-style-type: none"> <u>Update on licencing:</u> License is complete and all paperwork signed and filed. <u>Update on staffing and resources:</u> Roy is looking to move to three days a week in 2024 – Tuesday, Wednesday, Thursday – to balance working as a teacher and also to save costs to the centre. Alex will be finishing up working at the end of summer Vac Care, due to saving money for the centre and being unable to put the continued hours into the work. As Centre returns to full capacity and pre-Covid numbers, staffing for 2024 needs to be

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	<p>addressed and need to find a better solution for managing ongoing shifts, more admin time, trying to protect the centre from using Agency staffing where possible and working with differing schedules for current staff.</p> <ul style="list-style-type: none"> ▪ <u>Update on grant funding and usage:</u> iPads have been purchased, including cases, insurance and software, and are now looking into purchasing 3D printers. ▪ <u>Update on clubs and activities:</u> The following activities have been proving appealing to the kids this year and will be looking to continue and highlight in 2024 <ul style="list-style-type: none"> i. Homework hub (focused on the technology from the grant purchases) ii. Coding club iii. Japanese cultural club iv. Gardening club b. New Initiative for 2024 <ul style="list-style-type: none"> i. Sports program ii. Inter OSHC sports (vacation care 2024) iii. Art club iv. Music club (percussion and piano) ▪ <u>Update on Summer Vacation Care:</u> Bookings are looking very good for January, and excursions are proving very popular. December is looking a little slower at the moment, and the hours may have to be adapted but bookings are still coming in so it may pick up. <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Roy to find a copy of his contract and organise a review with the committee. ➤ Roy, Anna and Alex to meet to discuss 2024 staffing as soon as Roy returns from holidays ➤ TKC Team to work on solidifying a weekly rotation of activities so parents can know what to expect ➤ TKC Team to work on a flyer / brochure to have onsite for parents

4	<p>Budget</p> <ul style="list-style-type: none"> ▪ <u>\$55k BSASC support for children with additional needs:</u> Roy and Anna have been meeting with their KU contact about additional funding for kids who have additional funding. Parents are generally recommended to have their children tested if the school thinks it might be useful, and if results require attention then TKC will be notified and can obtain additional funding if required. ▪ <u>Session numbers:</u> Numbers are returning to pre-Covid levels, and with more kindy classes next year, attendance is looking good. ▪ <u>New Kindies:</u> Numbers are looking to be 60 for next year, and TKC has been given lots of representation to the new parents. ▪ <u>TKC focused fundraising initiatives:</u> This has been a successful new initiative this year, and unless there are any objections, there will be more in 2024. ▪ <u>Fees discussion:</u> Despite a huge effort being made by all staff, and a large decrease in the projected loss, the year is still likely to end in the red, and no costs can be identified to cut. Therefore, a fee increase has been approved by the committee: <ul style="list-style-type: none"> ➢ \$1 increase to before school care (casual and permanent) ➢ \$1 increase to after school care (casual and permanent) ➢ Day Camps to stay the same, but allow increases dependant on activities for incursion and excursions <p>New Fees for 2024:</p> <ul style="list-style-type: none"> Before School Care (permanent) \$18 Before School Care (casual) \$22 After School Care (permanent) \$22 After School Care (casual) \$27 ▪ <u>Sign-off on 2024 budget:</u> Currently circulated budget has been signed off by committee <p>ACTIONS</p> <ul style="list-style-type: none"> ➢ Roy and Anna to continue talking with KU on funding options ➢ Roy and Anna to communication fee increase to parents via Xplor ➢ Alex to update fees in Xplor ➢ Alex to upload current 2024 budget to Xero to use for budget variance reports
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5	<p>Other Business</p> <ul style="list-style-type: none"> ▪ Discussed topic of Anna's car incident. Despite understanding that TKC has no insurance for this and that Anna's husband was driving, the committee has agreed – as a one off – to cover the equivalent of what the excess would have been. The committee has discussed looking into to covering staff travel between sites when insurance is next up for removal. <p>AGM Minutes</p> <ul style="list-style-type: none"> ▪ Noted that the 2023 AGM meeting minutes are not currently on the website, need to add this. <p>ACTIONS</p> <ul style="list-style-type: none"> ➤ Anna to upload 2023 AGM Meeting Minutes to the website ➤ Katie to look through agreement and give feedback of any major concerns.
6	<p>Date of Next Meeting – to be confirmed in early 2024.</p>

Signed for approval:

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 Name: Mayank Gupta
 Position: Co-President

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 Name: Leonie Taylor
 Position: Co-President

Date:

Date: