

Winston Hills Preschool Committee of Management Meeting

Wednesday 8 February 2023, 8pm – 9.55pm

In person at WHPS – 24 Rohan Ave, Viewbank

MINUTES

- 16 committee members and four teachers present.
- Minutes of December meeting accepted.
- There are 3 vacancies: two subcommittee of fundarising and one social rep (yellow)
- A key Audit will be completed
- The committee voted to approve the Asthma Policy
- The Treasurer provided an overview of the 2023 budget.
- It was agreed by the Committee to set up a voluntary contributions page
- The emergency contacts for the security system company have been updated
- A timetable working group will be established for 2024 & beyond
- Fundraising:
 - The Fundraising committee will have a kick off meeting next Friday to determine a plan for the year
 - The welcome picnic is scheduled for 17/2 which will have a raffle
- 2023 Kinder Open day is coming up and will be coordinated by Jing
- A Communication strategy was presented by the Comms Officer which focusses on streamlining all comms based on feedback from parents/carers last year
 - Email strategy: focus on consolidation. It was proposed and accepted that we adopt the following:
 - All committee updates will be centralised and sent on the first Monday of every month from the Comms email.
 - Term newsletter – will exist in its current form
 - Urgent comms – will continue to be sent from Admin.
 - Teacher notifications – will continue as is
 - Social media strategy: It was proposed and accepted that:
 - A new closed Facebook group to be set up each year for that cohort and deleted at the end of each year.
 - Kinder website to be the main advertising/info platform so need to keep updated as much as possible
- The first working bee is next Sat 18th February and an invitation has been sent out to 3yo families
- There is a termite inspection happening on 9/2/23
- There is a meeting with an OHS Auditor on 16/3/23