

**Magill Campus & Community Children's Centre Inc.**  
**2016 ANNUAL GENERAL MEETING**  
**22 NOVEMBER 2016**

## MINUTES

### 1. Welcome and Opening

Karsan Hutchinson invited Elizabeth Shaw to perform an Acknowledgment of Country.

#### 1.1 Acknowledgement of Kurna country

Elizabeth Shaw

*"Magill Campus and Community Children's Centre recognises this city's considerable natural and cultural heritage, including thousands of years of traditional ownership by the Kurna people, and the more recent contribution by people either born here or who have migrated here. As we meet together, we build on this heritage by respecting and listening to each other, thinking clearly, being receptive to new ideas, speaking honestly, and deciding wisely for the current and future wellbeing of those we serve."*

1.2 Karsan Hutchinson welcomed all attendees and declared the meeting open at 7:40pm, and that he would be convening the meeting as Chair and immediate past Chair, while the Director is on leave.

#### 1.3 Present (30)

Ian Aitchison	Jess Kenny	Abbey Pyers
Neale Almeida	Sonny Lee	Sarah Robinson
Andrea Anchor	Madeleine Lucas	Daniel Rogers
Samantha Baker	Salu McFarland	Ashwini Sathaye
Olivia Becker (minutes)	Catherine McKinnon	Elizabeth Shaw
Amelia Cantelmi	Helen McManus	Adelina Stamatescu
Sean Cotter	Gordon Moseley	Katherine Thompson
Steven Edgecomb	Chandra Neelawathura	Kate Tonkin
Sarah Hawes	Michael Nitschke	Amanda Turner
Karsan Hutchinson	Felicity Pearce	Charlotte Wilkes

#### 1.4 Apologies (23)

Karsan read out all apologies:

Jo Arnold	Wendy Harris	Valerie Ni
Alexander Bruhn	Fan Hing Hew	Ayrton Perry
Amalie Chapman	Kenny Lee	Ngai Ping Cheung
Shallini Charmine	Bin Li	Elizabeth Russo
Sabine Dathe	Kuo Liang Yen	Stephanie Treng
Robin Forest	Adrian McManus	John Venus
Charlotte Gerner	Helen McManus	Lijum Yu
Clare Glasspool	Elena Muller	

## 2. Confirmation of previous AGM Minutes

**Motion:** that the minutes of the previous Annual General Meeting held on 15 September 2015 were accepted as true and accurate record.

**Moved:** Sarah Robinson

**Seconded:** Abbey Pyers

**CARRIED**

## 3. Business Arising from previous Minutes

There was no business arising from previous minutes.

## 4. Review of Centre Philosophy

A centre's philosophy is a written statement of values and beliefs and provides the foundation that underpins all that happens in the Centre. It needs to be sufficiently broad to be long-lasting, and sufficiently specific to give definition for policy development and review.

The Centre's philosophy is review annually at the AGM and consideration must be made to:

- a) *Does the vision statement (Core Purpose) provide a clear description of what matters?*
- b) *Is it too general and/or full of early childhood clichés that mean little?*
- c) *Does it reflect the culture and richness of our Centre?*
- d) *Does it contain a strong statement about working in partnership with families?*

Karsan invited for an open discussion of the Centre's philosophy.

- Jess Kenny suggested including a statement related to 'Social Media', protection and privacy of children. Jess didn't have any specific thoughts as to where to include the statement.
- Samantha Baker suggested 'inclusive'. Discussion suggested to include 'inclusive' in Core Value of Equity.
- Gordon Moseby suggested that the centre be informed by the Centre Philosophy, how it is incorporated and what improvements are being made.
- Sonny Lee mentioned that the Centre's Philosophy, Core Purpose and Core Values could be included in the performance review process.
- Sarah Robinson contributed that the Centre Philosophy, Core Purpose and Core Values be incorporated in future Governing Council Meetings. Sarah suggested that every decision made by Governing Council be aligned to the Centre Philosophy, Core Purpose and Core Values.

**Motion:** that the Governing Council Elect consider the Centre Philosophy, Core Purpose and Our Core Values and ratify. The recommended changes will be distributed for public consultation.

**Moved:** Samantha Baker

**Seconded:** Olivia Becker

**CARRIED**

## 5. Reports

**5.1 Chairperson's Report** - Karsan Hutchinson presented the report [as Tabled] see *Appendix A*

**Motion:** that the Chairperson's Report is accepted.

**Moved:** Sonny Lee

**Seconded:** Daniel Rogers

**CARRIED**

**5.2 Auditor's Report** - Neale Almeida presented the report [as Tabled] see *Appendix B*.

Neale Almeida - Independent Auditor completed the Financial Report for the year 2015/2016.

### Statement of Income & Expenditure for the Year Ending 30 June 2016

Operating Income	\$1,523,495.00
Operating Expenditure	\$1,434,748.00
<b>Total Surplus for the Year</b>	<b>\$88,747.00</b>

### Balance Sheet as at 30 June 2016

Total Assets	\$1,055,445
Total Liabilities	\$ 405,366
<b>Net Assets</b>	<b>\$ 650,079</b>

Neale advised at the AGM that the Centre's controls and processes are adequate for the size of the Centre, and that the checks and balances in place satisfy the auditing process.

Neale invited questions for discussion.

- Gordon Moseby questioned the Centre position in regard to its financial viability. Neale explained that the Centre had \$1 million dollars in assets; three-quarters of that is in cash.
- There are three types of accounts;
  - 1) Working Account – Not much return on investment, but high availability of funds to enable a couple of cycles of payroll, GST etc.;
  - 2) Equate Account – Slightly higher return and these funds cover the leave owing to staff; and
  - 3) Everything else.
- Funds can be transferred between account as required (with all the necessary and appropriate checks and balances).
- Sarah Robinson (Treasurer) mentioned that the funds always equated to the Centre being able to sustain for a period of 5 months.

- No further questions or comments.

**Motion:** that the Auditor's Report is accepted.

**Moved:** Sarah Robinson      **Seconded:** Samantha Baker      **CARRIED**

**5.3 Director's Report** – Samantha Baker presented the Director's Report, while the Director is on leave [as Tabled] see *Appendix C*

**Motion:** that the Director's Report is accepted.

**Moved:** Ian Aitchison      **Seconded:** Sarah Robinson      **CARRIED**

## 6. Nominations and Election of Governing Council Representatives for 2016/2017

### 6.1 Parent Representatives and Election

- Five (5) to ten (10) Parent Representatives – elected by attendees at the AGM

Karsan Hutchinson declared that all positions were declared as 'vacant'. Karsan continued to convene the meeting as Immediate Past Chair.

Elizabeth Shaw read out the Nominees:

Ian Aitchison	Gordon Mosley
Olivia Becker	Sarah Robinson
Karsan Hutchinson	Daniel Rogers
Sonny Lee	Amanda Turner

Karsan asked if there were any further nominations, and a further four were accepted:

Allan Anchor  
Steven Edgecomb  
Felicity Pearce  
Katherine Thompson

### **Election**

There were initially eight nominating Parent Representatives prior to the AGM. At the AGM a further four parents nominated, which increased the total nominations to twelve. The Constitution states that there is a maximum of ten (10) Parent Representatives.

Given nominations exceeded the constitutional maximum, a secret ballot process was undertaken.

Karsan invited each nominee to provide a short introduction of themselves, their involvement at the Centre, why they were interested in joining the Governing Council and to declare any conflict of interest. Each nominee did so.

Each person attending the AGM was provided with a ballot paper with the twelve nominees' names and asked to mark next to ten nominees they would like to vote in for the ensuing Council. There were twenty-nine votes.

Four non-nominees were asked to count and verify the votes. They were:  
Samantha Baker, Jess Kenny, Sean Cotter and Salu McFarland.

Elected Parent Representatives are:

Ian Aitchison	Gordon Mosely
Allan Anchor	Felicity Pearce
Olivia Becker	Sarah Robinson
Karsan Hutchinson	Daniel Rogers
Sonny Lee	Amanda Turner

Steven Edgecomb and Katherine Thompson were not elected, but were advised that should a position become vacant at any time during the 2016/2017 term, both will be notified and invited to join the Council.

Election of Office Bearers will occur at the first Governing Council meeting.

#### 6.2 Other Representatives

- Director – *Penny Thompson*
- Administrative Officer – *Amelia Cantelmi*
- Staff Representative – *Ashwini Sathaye*

**Motion:** that the ten (10) nominated Parent Representatives be elected to the 2016/2017 Magill Campus & Community Children's Centre Governing Council.

**Moved:** Madeline Lucas      **Seconded:** Salu McFarland      **CARRIED**

Karsan congratulated the elected Parent Representatives and explained that the Office Bearers will be voted at the first 2016/2017 Governing Council meeting.

### 7. Any Other Business

#### 7.1 Set proposal for next AGM (Tuesday September 5, 2017)

**Moved:** Abbey Pyers      **Seconded:** Olivia Becker      **CARRIED**

#### 7.2 Set first Governing Council Meeting for new Committee (Tuesday 29 November, 2016) Dinner at 6:15pm with the meeting scheduled to start at 6:30pm.

**Moved:** Ian Aitchison      **Seconded:** Daniel Rogers      **CARRIED**

### 8. Meeting Closed

#### 8.1 Meeting declared closed at 9:25pm

Signed as a true and accurate record

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Director

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Chairperson

**Magill Campus & Community Children's Centre Inc.**

**2016 CHAIRPERSON'S REPORT**

**Karsan Hutchinson**

**APPENDIX A**

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1976. Apple Computers is formed. The Muppet Show airs for the first time. *Fernando* by Abba is the top-selling Australian single. But closer to home, Penny Thompson is employed by the then Teachers College Student Association as Director and sole carer looking after student and staff members' children between the ages of 0 to 5 years.

The 'playgroup' was housed in College premises. The service was free to students, and was traditionally run on the basis that parents provide one to two hours voluntary assistance per week. And from humble beginnings, 2016 marks the Magill Campus and Community Children's Centre's 40th year of operation.

Past and present educators and staff work tirelessly to provide the high quality care and education to our children, through encouragement and opportunities that foster creativity, exploration, problem solving and discovery. I would like to thank each and every one of them for their continued passion and dedication to our children and to their profession day in and day out.

The Centre's major accomplishment this year has been the extension of the backyard to develop a natural play space for the children to explore. Through negotiations and partnership with the University of South Australia, this has been a labour of love for all staff involved and has reconnected children back to nature and promotes nature-based play. This setting supports children's interest in exploration, interaction, imaginative play and discovery.

The Garden Room also had an upgrade to the sandpit and repair works, which included providing a more aesthetically pleasing environment for children and staff. Congratulations to the leadership team and educators for working together and making such a fantastic place for children to learn and staff to work.

Being surrounded by the beautiful Magill campus environment continues to provide many added benefits. The children are able to enjoy weekly *Nature Day* walks around the campus; exploring the creek, observing changes in the environment and even sighting the odd koala or two. These experiences are designed to stimulate the children's curiosity and encourage them to embrace our natural world. Other weekly planned activities, the *Junior Chef* program, *Jolly Phonics*, the *Fun with Language* program where the children are beginning to learn snippets of other languages and all the other experiences provided by staff support many areas of children's learning and development including language, literacy, numeracy,

interpersonal, gross and fine motor skills as well as the opportunities to talk with the children in order to support active and independent learning and cultural awareness. *Sharing Books* have also allowed greater connection and partnerships between children's families and educators.

When looking at each child's individual portfolio, we can certainly see how the children are involved in many and varied play experiences throughout each day. The staff each spend a considerable amount of time, observing, documenting and recording interactions, conversations and artwork to help inform parents of their child's time at the Centre. The *Today Boards* located in each room gives us a glimpse of our child's day and is testimony to the leaders and staff commitment to rich education and experience.

The Centre has replaced the SMARTboards with new digital television in each of the rooms to extend programs and provide staff and children with opportunities to gather and share information and to investigate how technology can assist in furthering knowledge. The purchase of a portable sound system continues to be utilised to enhance story, music and movement periods, encourage social participation, and for the children to engage with digital media.

Both of our *Working Bees* this year were a great success despite some challenging wet weather at the second event. Thank you all for your assistance in scrubbing chairs and tables; cleaning gutters; washing windows; cleaning walls; moving gravel and the list goes on. It is this support that we as a centre really value and appreciate.

The Annual Financial Statements for the year ending on 30 June 2016 have been audited by Almeida Consulting and, in the auditor's opinion, they present fairly the financial position of the Magill Campus & Community Children's Centre and its income and expenditure.

2016 marks significant milestones for number of staff; Azima and Bin Li both receive this 5 year awards, while we congratulate Penny on her 40th year of service to the profession and the Centre. We welcomed back both Andrea and Catherine from maternity leave, and we wish both Jacqui and Azima well as they each embark on maternity leave in November.

To any parents that are thinking of joining the Governing Council, I would encourage you to do just that. It takes a small commitment of your time each month, usually a couple of hours on a Tuesday night over a wine (or Pop Top) and a meal. Your contribution enables you to be a part of a committee that oversees the governance of the Centre and more importantly, works closely with the staff team and families in maintaining our high quality community based childcare service.

I'd like to again thank the staff team and the Governing Council representatives for their ongoing support and commitment. Your time, effort and input over the past 12 months has been invaluable and greatly appreciated. I'd like to acknowledge that it is through your continuing hard work and dedication that you are providing the care, opportunities and challenges that help our children become independent and confident life-long learners.

Karsan Hutchinson  
Governing Council: Chairperson  
November 2016

**Magill Campus & Community Children's Centre Inc.**

**2016 AUDITOR'S REPORT**

**Neale Almeida**

**APPENDIX B**

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A report from *Almeida Consulting* was presented at the AGM.

A copy is available for viewing at the Centre.

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**Magill Campus & Community Children's Centre Inc.**

**2016 DIRECTOR'S REPORT**

**Penny Thompson**

**APPENDIX C**

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To all of you who are attending your first Magill CCCC AGM tonight as parents, staff or interested persons and to those of you who join us month by month whether as staff or Governing Council Representatives I thank you for venturing out this evening and extend a warm welcome.

Tonight's AGM provides not only an opportunity for recognition and celebration of the achievements of our service but also some understanding of what is happening within the Early Childhood Education and Care sector across our nation. Our current Chairperson, Karsan has provided much information about what has been happening here at Magill CCCC over the past 12 months. It certainly has been a busy period with maintenance and the development of the land behind the centre into a new Nature Play Space. Special thanks must go to the University of South Australia for their generous donation of additional land behind the child care centre. The opportunities to access this area along with the continued planned Nature Walks will be a highlight for our current families and those that will come after for many years to come. The University also provides additional support with maintenance, cleaning and gardening and along with staff and parents support with particular reference to our 2 Working Bees the centre remains welcoming, bright and cheerful. Many thanks to all contributors throughout the year whether it be on Governing Council, attending our Working Bees, playing an instrument, providing resources such as empty boxes, viewing daily photo displays or engaging with your child and managing to stay for a short while at the end of the day. *(A reminder that we still need the children leaving before our 6pm closure time.)*

Karsan as G/C Chairperson has provided you with a report surrounding the Centre's improvements over the past twelve months. The decisions and support of your Governing Council representatives have been undertaken in order to improve and keep MCCCC operating successfully not only as a cost effective business but equally as important in providing and maintaining the high quality service we are known for. I would like to take this opportunity to thank them all for their contributions. The current representatives will stand down tonight having represented this service over the past twelve months and for some, even longer. A number of representatives will move on tonight as their children leave childcare and progress to school or change their focus to moving onto local preschools. On behalf of the staff team, our thanks are extended to each and every one of you.

It would be remiss of me if I did not also take this opportunity to acknowledge the staff team for their partnership with our families. The staff, are enthusiastic, caring individuals who are interested in providing a safe, educational and stimulating environment for all the children

and I appreciate the many positive contributions and input they have provided over the past twelve months. On behalf of the Governing Council I would like to extend our warmest welcome to the newest members of our team and to those regular relief staff that help balance each day having knowledge of our programs and interests. There is always change and growth in no matter what we set our sights on, including on occasion some staff changes. With such changes come some added stresses for the teams and our families as we strive to maintain a balance and endeavour to provide continuity of care.

Here at Magill CCCC we are very fortunate to experience minimal change with many in our staff team having served our families for many years.

Training and development has always been an important and integral aspect of working within the childcare sector. Considerable financial assistance has been provided by the Federal Government through the Long Day Care Professional Development Programme to enable our staff team to undertake a great deal of additional training and to cover relief staff costs should training occur during the day. Staff have undertaken opportunities to train together after hours, to undertake further studies and to network with other services. Congratulations are in order to all staff having the stamina to complete, continue their studies or undertake numerous training opportunities in order to develop their own knowledge which they then impart within their work environment and often beyond. Such as:-

- Cultural Diversity and the National Quality Framework
- Growing Early Education for Sustainability
- Tactical Training in Workplace Emergencies
- Nationally Accredited First Aid
- Certificate IV in Training & Assessment
- Good Bugs vs Bad Bugs in the Garden
- Getting Control of Your Engine: Sensory Strategies to help Attention

This is only a snippet of what staff have undertaken in the past twelve months.

Our focus will continue to be on achieving positive outcomes for children, supporting families, students, volunteers and the staff team and be inclusive of all involved with Magill Campus & Community Children's Centre. I trust we all share the same goal. That is, providing and delivering quality care for children. This takes hard work and dedication and as a staff team we continue to strive to improve and remain a quality service within our community. We will no doubt also continue to campaign for professional wages for all early childhood educators and to protect and advocate for National Quality Standards. Your continued interest in being aware of and supporting our educators push for equal pay and better pay through their ongoing BIG STEPS campaign will demonstrate to our Government leaders that educating children in the early years is just as important as other stages of a child's development. I hope that you will all continue to support the importance of our work.

On that note, it's been a busy year and I can't see it slowing down a great deal as the demand for quality care is ever present in our communities. We have a long and strong reputation to uphold and maintain.

Thank you!

**Penny Thompson**

Director

September 2016