

West Ryde Before and After School Care Committee

Annual General Meeting Wednesday 29th July 2020

Attendees:

Grace Ho	President
Diana King	Vice President
Naomi Aitken	Treasurer
Berry Mak	Secretary
Oliver Murphy	Director
Max	Staff
Mitch	Staff
Shannon	Staff
Pooja Kadian	Member
Rebecca Stooke	Member
Sally Cole	Member
Jo Harvey	Member
Karen Parker	Member
Nhu Doan	Member
Ruiming	Member

Meeting Opening: 6:19pm

Delayed from April

Apologies: NA

Minutes from previous committee

27th April 2019

Approved

Grace Ho

Business arising from previous minutes (If any):

Na

Reports

Treasurers Report

Please see attached

Becklyn Report

Please see attached

Directors Report

Please see attached

President's Report

Please see attached

New Constitution

6:50pm

Sally Cole:

New constitution: Dept of fair trading has a model of constitution which this is based on.

Most things are mandatory. Some things have been changed and tailored.

Reason: makeup and membership of the committee

Concern whether we would have more than 4 people.

Diana: previous constitution was 30 years old..

Committee is the board that makes all the decision

Min 4 members and a max of 10 people

Previous AGM: was changed to up to 6 normal committee members

6:52pm [Minuted]

From the draft 1 change to have a max of 6 normal committee members

Today advertised special resolution, the draft has been up for several years.

Grace:

New Constitution 4 exec committee members and 6 normal committee members

Any other terms that need to be called out and highlighted?

Sally:

It's pretty general to cover with the way we do business.

Meeting 4 times in 12 months.

Any 3 members for an ordinary meeting.

Decorum is 4 members for the AGM..

6:55pm

[Special resolution]:

That the Annual General Meeting of the Association of the West Ryde Before and After School Care Inc. resolves to adopt the draft Constitution of the West Ryde Before and After School Care Centre Inc. tabled at this Annual General Meeting on 29 July 2020

Sally moves to adopt the draft tabled at the Annual General Meeting

2nd Karen Parker
Majority in favour

Election:

Chair: Oliver

Chair: Oliver declares all position vacant

All Positions declared vacant.

6:58pm

President

Nom: Naomi Aitken(Nom by Grace Ho)

2nd: Diana King

7:00pm

Elected: Naomi Aitken

7:02pm

Vice President

Nom: Grace Ho (Nom by Naomi Aitken)

2nd: Diana King

7:04pm

Elected: Grace Ho

7:06pm

Secretary

Nom: Berry Mak (Nom Karen)

2nd: Ruiming Zeng

7:08pm

Elected: Berry Mak

7:10pm

Treasurer

Nom: Nhu Doan (nom by Naomi Aitken)

2nd Grace Ho

7:12pm

Elected: Nhu Doan

7:14pm

Public Officer

Nom: Ruiming Zeng (nom by Berry)

2nd: Naomi Aitken

7:16pm

Elected: Ruiming Zeng

Committee Members:

Nom: Pooja

2nd: Berry

Nom: Rebecca Stooke

2nd: Karen

Nom: Hannah Reid

2nd: Berry

All in favour

Special Note

Naomi:

Huge thank you to Diana, Karen, Jo and Sally for all the work you've done

AGM for 2021

Oliver: Week 8

31st March 2021

Meeting Closed: 7:25pm



Treasurers Report – 2019

Consolidated across BASC and Vacation care

Total Income 2019: \$721,800.36

Total Expenses 2019: \$581,626.53

Trading Profit/Loss: \$140,173.83

Total Profit/Loss: \$132,301.11

As at 29 July 2020

Term Deposit: \$270,000 re-invested this year.

Operating account: \$155,132.77

Number 2 account: \$1,648.28

WRBASC saw some financial uncertainty when COVID-19 hit in term two and students were asked to stay home from school and as such not needing care. The government grant to pay parents fees and the job keeper payment was a financial relief for us. We were able to pay our staff and this has enabled us to be financially stable. Due to the instability of child numbers our P&L looks unstable but overall, we have profited by the government support.

We welcomed Shannon to the permanent team this year. Fran left us so we have not increased or decreased our staff numbers. The team now consists of Oliver, Mitch, Jade, Max, Rachel and Shannon.

We continue to use Coles for food orders, and this continues to be monitored for value for money.

We have moved away from engaging external providers for activities this year in favour of carer led activities. This has been very popular and cost effective.

Naomi Aitken

West Ryde BASC Treasurer

29 July 2020

The Management Committee
West Ryde BASC
West Ryde

Re: Financial Report for Term 2 & YTD 2020.

Dear West Ryde BASC Committee,

Profit and loss, Balance Sheet and staff child ratios reports for the West Ryde BASC for Term 2, 2020 have been emailed and will be posted to the Committee section of the Centre's website.

SURPLUS / (LOSS): The Centre has had a trading surplus for Term 2 of \$82,772 on a turnover of \$357,287. Split B&A \$70,039 and VC \$12,733.

YTD the Centre has a trading surplus of \$140,174 against a budget of \$16,588.

DEBTORS: Families with outstanding fees in excess of 4 weeks as at Wednesday, 29th July 2020 were \$3,989.

CASH POSITION: The bank balance as at Wednesday, 29th July 2020 is \$155,133. No 2 (card) account \$1864.28. (Prior to Commbiz approval)

TERM DEPOSIT: \$270K currently in holding.

RECOMMENDATIONS: Continue trading.

Next Management Committee – Currently noted in our calendar as **Wednesday, 21st October 2020 at 6:15pm**. Please notify us of any changes via email kathryn@becklyn.com.au as soon as possible.

Note: Our attendance to present Centre financial reports is subject to availability. We will endeavour to accommodate any changes required.

Doug & Julie
9878 2651

West Ryde Before & After School Care - 2020 AGM

President's report – Grace Ho

Since joining the West Ryde Before and After School Care committee as President at the end of March 2019, the past 16 months has been an eventful and challenging period for the centre, staff and families.

In April 2019, the centre received notification that it would undergo an Assessment and Rating process by ACECQA. Significant work was undertaken in preparation to update our policies, processes and refresh the centre. The significant efforts of staff & the support of the full committee was reflected in the centre receiving an overall rating of Meeting National Quality Standards in July 2019. The Assessment and Rating review identified areas where the centre could be improved, particularly in the area of ongoing documentation. Since the review outcomes, Staff are working to uplift these areas in preparation for a future Assessment and Rating, where we would target an Exceeding rating.

A new enduring email contact method was established so that families or third-party organisations could raise matters direct to the committee, via the President. The new email address has been established since May 2019, and has been utilised by a small number of families escalating matters for resolution. The matters raised were successfully resolved through discussion between the families, Director and President.

Ongoing construction at the school has impacted centre operations over the past 12 months. However, thanks to the support of the school Principal Mr Pho, and the ongoing adjustments to centre operations by Oliver and the staff, the centre successfully navigated the main construction period. With construction works near completed, the centre will continue to work with the Department of Education to seek avenues to expand the number of before and after school care places which can be offered.

In January 2020, after significantly contributing to the centre as Acting Director for some time, we were pleased to formally appoint Oliver Murphy as the permanent centre Director. Oliver has demonstrated his leadership and composure through the Assessment & Rating process, ongoing building works and most recently the COVID-19 impact & challenges. We thank him for his ongoing dedication and hard work for the benefit of the children and families.

In February 2020, the COVID-19 virus began spreading in Australia. Various extraordinary committee meetings were held beginning in March to discuss contingency plans for the families, staff and centre operations. The decision was made in March to delay the AGM (originally scheduled in April), to a later date (29 July 2020) when it was safe to hold a face to face meeting. The in-person interaction with staff and existing committee members was seen as important for any new families or new potential committee members attending an AGM.

During this COVID-19 impacted period, Oliver and the team were focussed on maintaining communication with families to reassure around our cleaning & transmission prevention processes. The centre utilised the government's subsidies to support staff during the lock-down centre closure. Vacation care was pivoted towards incursions, to avoid potentially exposing staff and children to the risk of infections during excursions. The centre has fully reopened in Term 3.

It was been an immensely rewarding period over the past 16 months working with the staff and committee in service of the children & families. I look forward to seeing the centre continue to improvements in the coming period.