



N·O·O·S·H

**Normanhurst OSHC**

**Minutes of General Meeting**

Meeting name:	Noosh AGM and Committee Meeting 2023			Date:	8/5/2023		
Chairperson:				Time:	18:15		
Venue:	Pennant Hills Bowling Club						
<b>Attendees:</b>							
Kristine Pymont	KP	Doug McKenzie	DM	Mark Floresta	MF	Jeremy Brittan	JB
Sara Norton	SN	Kerri Wickenden	KW				
Rachael W	RW						
<b>Apologies:</b>							
Roslyn Hogan	RH						
Richard Hansen	RH						

**Agenda**

Item	Description
1.	Welcome and apologies
2.	Acceptance of previous minutes
3.	President's report
4.	Becklyn Financial report and management report
6.	Election of Officers 2023
7.	Director's report
8.	Other business

**Meeting Minutes**

Item
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1.	<p><b>Welcome and apologies –</b></p> <p>Acknowledgement to Country by Kristine</p> <p>Welcome to the Term 2 NOOSH AGM and Committee Meeting 2023</p>
2.	<p><b>Acceptance of previous minutes including matters arising –</b></p>
3.	<p><b>Presidents Report –</b></p> <p>Brief discussion from AGM 2022 – Covid over and P&amp;C merger on hold. NOOSH has put a term deposit of \$100k into Commbank</p> <p>AGM 2023</p> <ul style="list-style-type: none"> <li>• OOSH Tender Policy Change/OOSH &amp; P&amp;C Merger Update. Jeremy mentioned a possible two year delay for the merger, which gives our NOOSH time.</li> <li>• NOOSH Constitution – The updated Constitution has been drawn up by Roslyn Doyle (Becklyn) and the NOOSH committee will be having a meeting in the coming weeks to confirm we are happy with the new Constitution.</li> <li>• Staff retention plan – working on staff comradery. Kerri has been getting confidential feedback from staff on things they are happy or unhappy with. There will be more one-on-one meetings with Kerri and NOOSH members to discuss ways to improve the working environment at NOOSH. Parents love consistent staff. It is hard to keep NOOSH staff as most leave to pursue other careers that they are studying for at university. They use NOOSH as a stepping stone, for experience to move on to other roles, e.g. teaching</li> </ul>
4.	<p><b>Becklyn Financial Report and Management report</b></p> <p><b>AGM 2022 Financial Report for 2022 – brief summary</b></p> <p>Dear Normanhurst OSHC Committee, The Profit &amp; Loss and Balance Sheet have been audited for the 2022 calendar year. The auditor’s report and financial statements for Normanhurst OSHC have been emailed and will be posted to the Committee section of the Centre’s website.</p> <p>SURPLUS / (LOSS): For the 2022 calendar year the Centre has a surplus of \$42,059 in comparison to a loss of \$19,356 in 2021. The Centre’s loss was on a turnover of \$624,918 which was an increase in revenue compared to \$558,643 in 2021.</p>

**Assets:** The centre has a total of \$243,272 in assets which is mainly made up of \$105,363 in Cash at Bank and \$100,000 in Term Deposit.

**Liabilities:** The centre has a total of \$138,818 in liabilities.

Annual Leave Accrual of \$58,400 and LSL Provision of \$28,839 is the amount held on the balance sheet to cover all staff leave entitlements as at 31st December 2022.

Prepaid BASC Vouchers of \$17,017 is the amount of unused BASC Vouchers as at 31st December 2022. Auditor's Opinion: The auditor has agreed the financial reports are presented fairly and in line with the requirements of the Associations Incorporation Act NSW.

### **AGM 2023 Term 1 Financial Report**

Profit and loss, Balance Sheet and staff child ratios reports for Normanhurst OSHC for Term 1, 2023 are attached and will be posted to the Committee section of the Centre's website.

**SURPLUS / (LOSS):** The Centre has had a trading surplus for Term 1 of \$21,139 on a turnover of \$234,668. Healthy amount. Split B&A surplus of \$10,851 and VC \$10,288. YTD the Centre has a trading surplus of \$21,139 against a budgeted surplus of \$5,147. More revenue than what's expected and Expenses down.

Rent is \$12,594K a term

BASC vouchers have until 30<sup>th</sup> June before money goes back to government. Based on when you actually attend the centre. May be saving grace, with the change of government.

**DEBTORS:** Families with outstanding fees for Term 1 as at 4<sup>th</sup> May 2023 is \$0. Direct debit working well. Debtors process is very efficient.

**CASH POSITION:** The bank balance as at 4<sup>th</sup> May 2023 is \$106,794 (Main trading account). No 2 (card) account \$7,420. Rachel spent money on Opal cards (48 different transactions to approve) Takes Rachel 4 hours to do.

**TERM DEPOSIT:** \$100k maturing 10<sup>th</sup> May 2023, rolling 7-day investment period. We not sure what the interest rate is. Committee can negotiate a better rate. You can go into branch and negotiate a better rate. 6 month period is recommended. If any big expense coming up then 6 months to sit on term deposit.

**RECOMMENDATIONS:** Reinvest \$100K for 6 months at 3.3% (option of minute provided to bank via signatory - potential of a higher negotiated rate, or alternatively reinvest via CommBiz token approval at above rate. Please advise preference)

BASC Vouchers: Prepaid \$18, 178 BASC vouchers. It will affect the bank account. Parents can still use BASC vouchers until 30 June. BASC vouchers are specific for OOSH centres. It will be interesting to see what will come about after the change of government. They may extend or tell OOSH to keep vouchers. Mark may enquire to put up a sign at front of school on digital board for parents to use BASC vouchers. Or a sign may be put up on the ipad touch screen. However, parents that are signing kids in and out of NOOSH use the NOOSH centre a lot so they probably have used their BASC voucher already.

- Term 1 Accounts Report
- 2022 Audit Report – Kerri to send audit report to J Gordan
- Committee Register Status

Committee Members	ABR Recommend all exec	PRODA Recommend all exec	CCSS Recommend all exec + NS at service level + any other persons defined by committee*	#1 Acc Signatory & token holder	TD Signatory & token holder	#2 Acc Signatory & token holder
Kristine Pymont	Y	Y	Y	Y	Y	Y
Mark Floresta	Y	Y	Y	Y	Y	Y
Sara Norton	Y	Y	Y	Y		Y
Roslyn Hogan				Y – not signatory		

OLD Committee / Staff Members <b>to be removed</b>	ABR	PRODA	CCSS	#1 Acc Signatory & token holder	TD Signatory & token holder	#2 Acc Signatory & token holder
None						
Staff Members	ABR	PRODA	CCSS	#1 Acc Signatory & token holder	TD Signatory & token holder	#2 Acc Signatory & token holder
Kerri Wickenden			Y			Y & debit card not token holder
Rachel Warner						Y & debit card not token holder
Matthew Corish						Y & debit card not token holder
Alex Whipp						Y & debit card not token holder

\*CCSS Persons with Management or Control are those people who take part in the decision making or management of the provider. They:

- make executive or legal decisions on behalf of the provider
- are a member of the group that makes executive or legal decisions on behalf of the provider
- have authority, responsibility, or significant influence over planning, directing or controlling the provider
- are in charge of the day-to-day operations of the provider
- are in charge of the day-to-day operations of a service.

Becklyn recommend at minimum this include your Exec committee, however there may be others the Committee may decide meet this definition. If so, please contact Becklyn so we can communicate with them in order to receive the appropriate paperwork and list them against the CCSS.

5. **Election of Officers 2023**  
 President: Kristine  
 Vice President:  
 Treasurer and Public Officer: Mark Floresta  
 Secretary: Sara Carruthers-Smith  
 General Member (WHS): Roslyn Hogan  
 General Member: Richard Hansen  
 Auditor: (need to be elected by the parents)

6. **Directors Report:**  
**AGM Directors Report 2022**  
 Staffing was a problem but the numbers are back to normal now, BASC vouchers

were great.

## AGM Directors Report 2023

Current bookings as of Mon 1<sup>st</sup> May 2023

<b><u>MORNINGS</u></b>	<b><u>Number of children</u></b>	<b><u>Number of Staff</u></b>	<b><u>AFTERNOONS</u></b>	<b><u>Number of Children</u></b>	<b><u>Number of Staff</u></b>
<b>MONDAY</b>	30	3	<b>MONDAY</b>	86	6 + RPD
<b>TUESDAY</b>	34	3	<b>TUESDAY (1 x ISA)</b>	98	8 + RPD
<b>WEDNESDAY</b>	33	3	<b>WEDNESDAY (1 x ISA)</b>	96	8 + RPD
<b>THURSDAY</b>	42	3	<b>THURSDAY (1 x ISA)</b>	100	8 + RPD
<b>FRIDAY</b>	26	3	<b>FRIDAY (2 x ISA)</b>	60	5 + RPD

- *Ratio is 1:15*  
*Any number of 27 children and above = require 3+ Staff members*  
*- If we have under 27 children, only roster on 2 x Staff members*

- Staff numbers and the RPD (Afternoon Only)
- RPD not counted in ratios in the afternoons
- Staffing = 16 current staff on roster • 5 x Permanent, 11 casual staff
  - Permanent: Alexander Murray-Jones Rachel Warner Alex Whipp Kerri Wickenden Janelle Dimuanahan
- New staff since Feb: Phil McGuire, Dominic Sunil • Staff Training:

Kerri is getting staff training done by NETWORK. Kerri is also getting regular feedback from Staff. Staff Appraisals are held for each staff member, where Kerri discusses with staff what to build on/improve.

Numbers of kids - 105 kids. Morning numbers are down. Parents seem to be trying to avoid paying for NOOSH in mornings, as many are still working from home and kids can stay home until school starts.

Vacation care – more challenging with a girl in a wheelchair and figuring out what can and can't be done which is wheelchair friendly. Vacation Care last term was very successful. Treetops very successful, Hijinx Hotel 58 kids, bubbles soccer 50 kids, reptile park had over 60 kids. So over half NOOSH kids, but about 13 of those on BASC vouchers.

	<p>Next Vacation care – wheels and device day, science incursion (LN2, setting things on fire), flip out castle hill, Rosehill circus, scouts/camping day, DJ for a day (program their own day), Zen tea lounge and learn amount resilience (Zen tea lounge supports an organisation which helps victims of domestic violence). Carnival day with food trucks for kids, snow cones. Tough nutters inflatable obstacle course 350 m long, Naidoc arts day (Aunty Jan is coming), seniors get an amount of money to buy their own lunch and learn how much money is worth. Rachael will send costing templates.</p> <p>Future fund raiser (Sept 2023) – car wash and bake sale. Nice to do community things and team building. Use funds toward landscaping a NOOSH garden, where kids can pick herbs etc and use it to cook in afternoon tea.</p>
7.	<p><b>Other business</b></p> <p>Kristine on leave week 7 of term 2 – not available for NOOSH admin then.</p> <p>Asset management put in carpets throughout NOOSH and school classrooms.</p>

Next Meeting: 31 July 2023 @ 6:15pm

Meeting closed at 7:04pm 8 May 2023