



**Park Orchards Learning Centre Inc.  
24th Annual General Meeting  
Tuesday 3<sup>rd</sup> May 2011.**



Our Accredited Courses Tutors (L-R) Sheila, Geoff and Pauline

## MISSION STATEMENT

Park Orchards Learning Centre Incorporated is a professional, organisation which responds to community needs by offering flexible programs and services, promoting educational and personal development in a friendly and informative atmosphere.



## VISION STATEMENT

Park Orchards Learning Centre Inc. will be recognised within the local community and beyond as a professional, reputable and reliable organisation which offers courses, services and activities of the highest standard.



## AGENDA

### 24TH ANNUAL GENERAL MEETING OF PARK ORCHARDS LEARNING CENTRE INCORPORATED

1. Welcome
2. Apologies
3. Minutes of Previous Annual General Meeting.
4. Business Arising from Previous Annual General Meeting.
5. Chairperson's report.
6. Manager's Report
7. Auditor's report
8. Appointment of Auditor
9. Resignation of Committee of Management Members.
10. Election of New Committee of Management Members.
11. Close Meeting.

**Park Orchards Learning Centre Incorporated**  
**Minutes of the 23rd Annual General Meeting Held Monday 19th April 2010**

Meeting opened: 2.30 p.m.

1. **WELCOME** Robert van Gestel welcomed everyone to the meeting, and thanked everyone for attending; he also thanked the staff for their hard work during the past year and welcomed our new staff Therese Tankey and Louise Belinski.
2. **PRESENT:** Judy Haley (Manager), Meg Downie (Councillor), Margaret van Gestel, Davina Ryan, Mitzi Scully, Penny Pendrey, Eeva Hewitt, Rob van Gestel, Aileen Michel, Katie Fisher, Hilary Ramadge, Nell Mercer, Aileen Michel, Geoff Hipwell, Anita Ashdown, Sue McDermott – Manager North Ringwood Community House, Val Smith, Avril Smith, Sandra Poppins, Cass Roche, Jan Loughman – Manningham City Council, Tilak Abeyrama – Manningham City Council, Therese Tankey,
3. **APOLOGIES:** Louise Belinski, Virginia Brown, Elly Buckley, Rae Cook, Betty Davis, Jean Haworth, Jennie Jackson, Jan Keppie, Ryan Smith, Thelma Tierney, Carol Waterman, Bev Williams, Grame McMillan, Ann Burgoyne, Trudi Larder, Ruth Radley, Rosemary Georgesz.
4. **PREVIOUS MINUTES:**  
**Motion:** That the minutes of the A.G.M. held on 27<sup>th</sup> April 2009 be accepted as a true and accurate record of the meeting.  
**Moved:** Davina Ryan      **Seconded:** Aileen Michel
5. **BUSINESS ARISING FROM PREVIOUS MINUTES:** Nil
6. **CHAIRPERSON'S REPORT:**  
Katie presented her report, and advised due to ill health she had to step down from the committee during the year. She thanked everyone for attending.  
**Motion:** That the Chairperson's Report be accepted.  
**Moved:** Rob van Gestel      **Seconded:** Nell Mercer
7. **MANAGER'S REPORT:**  
Judy Haley presented her Annual Report, noting many of the Community House's activities during the year, and thanked the staff, committee and volunteers.  
**Motion:** That the Manager's Report be accepted.  
**Moved:** Geoff Hipwell      **Seconded:** Val Smith
8. **AUDITOR'S REPORT:**  
The Auditor's Report was tabled.  
**Motion:** That the Auditor's Report be accepted.  
**Moved:** Judy Haley      **Seconded:** Nell Mercer
9. **APPOINTMENT OF AUDITOR:**  
**Motion:** That David Petersen is appointed Auditor for the coming year.  
**Moved:** Judy Haley      **Seconded:** Rob van Gestel.
10. **MODEL RULES:**  
Special Resolution - Re: Amendment of Model Rules

A copy of the current and amended Model Rules were posted to all members prior to the AGM.

Of the 37 registered members 28 voted either in person or by proxy vote to accept the new Model Rules.

A resolution to accept the new Model Rules was **passed** by Robert van Gestel and **seconded** by Margaret van Gestel, with no objections from any members.

**11. RESIGNATION OF COMMITTEE OF MANAGEMENT MEMBERS:**

The following have resigned from the Committee: - Rob van Gestel, Eeva Hewitt, and Davina Ryan. Judy thanked the ex-members and presented them with a gift.

**12. ELECTION OF COMMITTEE OF MANAGEMENT MEMBERS:**

Committee positions were declared vacant.

Nominations were accepted from:

Katie Fisher -	Nominated: Judy Haley Seconded: Mitzi Scully
Margaret van Gestel -	Nominated: Judy Haley Seconded: Penny Pendrey
Carole Roche	Nominated: Judy Haley Seconded: Therese Tankey
Avril Smith	Nominated: Penny Pendrey Seconded: Louise Belinski
Sandra Poppins	Nominated: Judy Haley Seconded: Mitzi Scully
Rosemary Georgesz	Nominated: Therese Tankey Seconded: Louise Belinski
Julie-Anne Becker	Nominated: Margaret van Gestel Seconded: Rob van Gestel

Motion: That nominees be accepted

**Accepted:** Nell Mercer **Seconded:** Rob van Gestel

**11. GENERAL BUSINESS:**

Judy introduced the new members Cass Roche, Avril Smith, Rosemary Georgesz and Sandra Poppins. Judy thanked everyone for attending especially Jan Loughman, Tilak Abeyrama and Meg Downie from Council and Sue McDermott from North Ringwood Community House for attending.

Meeting declared closed: 3.05p.m.

**Minute Secretary:** Margaret van Gestel

## Chairperson's Report

It has been a pleasure to have taken the position of Chairperson again of Park Orchards Learning Centre for the past year. Probably because personally, and I believe my fellow committee members would agree, we have seen such wonderful development in terms of growth and future focus.

Not to say this has not happened previously, however, as we are constantly preached to from all sorts of medians, our society and demographics is changing and it is vital businesses, even not-for-profit ones, remain up to date with modern thinking.

I mentioned in last year's report that the Centre has reached the cross roads in terms of developing and expanding both its accredited and non-accredited courses.

The forward-thinking, skills-based Committee of Management has seen it as a main priority to work closely with management to ensure all relevant needs are met. I see this as having had a positive effect on the overall work environment within the Centre.

But, now more than ever before, I believe it is the Committee of Management's role to concretely ascertain the future of the centre. In the past I have mentioned that our accredited courses are pivotal to the financial well being of the Centre.

Our past Further Education Program Coordinator Therese Tankey and our current 2011 staff all concord that with larger facilities, the Park Orchard's Learning Centre could most certainly expand and remain financially viable.

With this in mind, I see one of the Committee of Management's main goals for 2011 as being to assess what can be done to expand our Centre both structurally and with its programs.

In 2010, the Committee of Management unsuccessfully put in a proposal to the Manningham City Council for the expansion of the current facilities. While this would only have been a short-term solution it was progress in the correct direction. We now will start again.

Once more I would like to thank the Centre's staff. All of them have an amazing commitment to their work and as many of our regular students say, "...it is such a wonderful learning environment".

Of course, my position would not have been made easy or possible without the great Committee of Management we have had in 2010. And it is with great reluctance but appreciation that I say good bye to two long standing members of the team, Margaret van Gestel and Julie Becker. Two other vital members of the 2010 team have been Cass Roche and Sandra Poppins who have offered invaluable advice to me personally and the Committee of Management.

Finally, I would like to offer a big thank you to my Manager, Judy Haley. Judy and I have formed a strong professional and personal bond which I think is welded by our strong love of the Park Orchards Learning Centre.

Katie Fisher - Chairperson

## Manager's Report

2010 was another successful year for Park Orchards Learning Centre. However, once again there was a change within the Administration Staff with Therese and Louise both leaving at the end of the year. We were again faced with finding another Programming Co-ordinator. Interviews were held and Hannah Landray was employed and began at the end of the year to get acquainted with the position.

This position requires a great deal of knowledge and is therefore very difficult to find the right person because basically it relates to our Sector only. This narrows the field in which to obtain staff who can step straight into the position. Therese was one of these people as she had worked in the Sector for about 10 years and knew what was required.

As Hannah had not worked in this area before the amount of information she needs to absorb is enormous.

During term one it was decided to change our uniforms from a purple polo shirt to a black with white spots blouse. The childcare staff will still wear the purple as the polo shirts are more practical to wear in this area.

We also changed the format of our program brochure which has received a lot of positive feedback. We are using a glossy paper and four colours to be rotated each term.

Art Group – Mitzi, Hilary and I had a lovely afternoon tea with Dorothy, Aileen, Beryl and Clarice. They really enjoyed themselves, as did we, and we are missing them coming each week. This group was one of the first groups formed when POLTA began and over the years they grew to a large group which was originally led by Vina Johnson (who lived to be 101 and was still attending sometimes up to six months before her death). The group had only had four members for about three years and at the start of 2010 only one or two were able to attend so they made the decision to disband.

Another original group, Crafty Capers opted to continue but to go to each other's homes instead of using the room here.

In April Mitzi and I attended a series of workshops offered by ACFE (Adult Community and Further Education) on Business Capacity. These workshops were very interesting and included information about the new SkillsVic funding. We gained a lot from these sessions and have included some new practices into our business. These opportunities provided by the funding bodies are invaluable to the staff as the organisation couldn't afford to fund these types of workshops.

We were very fortunate to receive a grant from McKern Steele in Bendigo of \$2000.00 in July. The tables and chairs in the classrooms were getting quite old and a bit shabby. This grant was put towards new furniture for both the classrooms.

I applied for some resource kits for childcare from the Department of Education and Early Childhood Development to the value of \$1100.00 in June and this was successful. One of the kits is called the Occasional Care Kit and contained story books, multicultural dolls and other educational tools. The other two kits are Program Planning and Health and Nutrition kits. Hilary was really excited to get these and they are a very useful resource for her to use in childcare.

In August, the staff attended "Workforce Development" workshops funded by Business Victoria. Michael Michner was the facilitator who was excellent. The workshops were held at the Centre and fully funded by Business Victoria. Following the conclusion of these sessions Michael sent us a detailed Plan which showed the gaps in our staffing. Whilst we recognise that more staff is needed we don't have the financial and or physical resources at the moment to change the present staffing structure. However, the Plan is an excellent tool for us to plan the future.

Not only is this a requirement for the AQTF (Australian Quality Training Framework) and VRQA (Victorian Registration and Qualifications Authority) audit but also needs to be incorporated within our Business Plan.

The Strategic and Business Plan were completed at the end of 2010 and we will base our planning around these. The Strategic Plan sits inside the Business Plan so once again we have a good planning tool to use. In writing these plans it is obvious that once again we need more room to expand our programs. Katie Fisher and I have had talks with Council and prepared a couple of options for them to consider. However, these are not viable as the current septic system will not accommodate any increased usage. It is also not possible to change the current system as to comply with the regulations would mean losing the playground. The committee of management will be looking at other alternatives for the future.

I completed 25 years of employment here at POLCI in August. When I look back on how this organisation was in 1983 when I started here as a volunteer then committee of management member it amazes me how we have grown and diversified. This proves to me that our organisations whether they are Neighbourhood Houses or Learning Centre's do react to community demand and grow accordingly.

In November POLCI was audited to retain our Registered Training Organisation status. The work involved in complying with the standards set was hours and hours, weeks and weeks, months and months. Therese did an excellent job and we both worked tirelessly on endeavouring that we were compliant. The audit was held over two long days and at the end of it a report was given to us stating a few non-compliances. I was able to put together the information that was required and we received our letter stating that we are compliant and won't need to be audited again in this area for five years.

However, as we are now receiving funding from Skills Victoria they too have standards to be met and I am sure we will be audited by them either before the end of 2011 or at the beginning of 2012.

Therese nominated one of our students in Certificate III in Education Support for the ACFE Regional Adult Community Education Awards. Her name is Amanda and she is a young lady who has Acquired Brain Injury. Geoff (tutor) was impressed with her enthusiasm and ability to do this course and she was awarded her Certificate of Completion. Amanda won the award and we together with her classmates, friends and family were very proud of her achievements.

At the end of 2010 a Graduation morning was held to present Certificates to students who had completed their accredited courses. This was held at Dorney Reserve and was very attended by the students and their families. The tutors pictured on the front of this Annual Report are fantastic tutors and the students learn easily from their expertise. During and at the end of their courses students are asked to fill in evaluation forms which are confidential and only sighted by the Program Co-ordinator and myself. There was not one negative comment about any of these three tutors and in fact the positives were numerous.

It was also decided by the Committee of Management to upgrade the computers in the classroom to new ones. The old ones were very slow and the new ones were installed at the beginning of term one 2011.

In December, Manningham City Council, who provides some of the funding for our Centre asked each of the organisations they fund to prepare a presentation outlining what we do and how the funding is used. This presentation took place at the Council offices in front of a panel. Katie, our chairperson, Louise, Treasurer and I attend. It was actually good to do this as we often do tasks as they arise and don't put any value on them. To sit down and prepare this presentation gave us the opportunity to "brag" about what we do and the successes achieved.

2010 was another successful year with good enrolments in the courses and our numbers increased in childcare also. We participated in Manningham's Healthy Lifestyle Week which is subsidised by the Manningham City Council each year and we attracted good enrolments in our workshops. The annual Botanical Watercolour Exhibition was held again during the term three school holidays and once again attendances were high. In 2011 the name of

these classes has been changed to Nature in Art and we are still offering five classes a week during each school term. Terry Napier received a prestigious award - "The Celia Rosser Medal 2010." Inaugurated in 2002 the Celia Rosser Medal is awarded to select Botanical Artists exhibiting in the Art of Botanical Illustration Exhibitions.

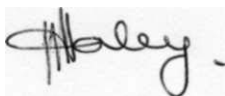
She awarded the 2010 Celia Rosser Medal to Terry Napier for the body of work that he entered into the exhibition. We were also fortunate to gain the services of Denise Walker who is also a renowned artist. Denise's work includes beautiful Australian paintings and the rich colours of our landscape. We were inundated with enrolments and her students loved learning from her and some beautiful work was achieved by these students. The Understanding Watercolours class was offered in 2010 with good enrolments. Susie encourages her students by her enthusiasm, knowledge and expertise. One of her student's who was very hesitant in joining this class has gained so much confidence that she has just sold her first painting. Italian and Spanish conversation together with cooking also proved to be popular. 147 courses were offered in 2010 and 1481 enrolments totalling 38600 student contact hours.

Funding received in 2010 came from ACFE (Adult Community and Further Education), Manningham City Council and Department of Human Services totalling \$197103.00. The funding from Council supports overall running of the Centre, ACFE fund some of our courses and Department of Human Services supports the childcare and 20 hours co-ordination.

I must thank Mitzi Scully for her continued support, loyalty and efficiency in her position as Financial Administrator. Mitzi is always willing to put herself out to assist in anyway required. Therese Tankey, did a great job preparing POLCI for the gruelling audit which I mentioned earlier in this report. Penny Pendry the receptionist together with Hilary Ramadge, Denise Hetrelizis, Jeanine Burton, Sussanah Brash, Donna Blight, and Davina Ryan our wonderful childcare staff make up our team. Sussanah completed her Diploma in Children's Services so POLCI now has three fully qualified childcare personnel. In 2011 Jeanine and Donna are to undertake the Certificate III in Children's Services. As of 2012 no-one can work in childcare without this qualification. Thank you also to the staff from Manningham City Council, Jan and Tilak who support us with information about Council activities and invite us to be involved in relevant committees etc. The "boys" from Civic Buildings who look after any maintenance issues we may have with the building are always here within a day or so to fix the problems.

Thank you to the Committee of Management who work very hard and without them the organisation could not exist. Katie Fisher, Margaret van Gestel, Julie Becker, Rosemary Georgesz, Cass Roche, Sandra Poppins, Avril Smith and Louise Jeffrey who joined in term 4 made up the committee in 2010. Thank you for supporting POLCI and the staff, you all did a great job. I personally want to thank Katie Fisher who as chairperson has been fantastic, she is always there to support me in my role and her professional input is immeasurable. Unfortunately Margaret van Gestel, Julie Becker, Cass Roche and Sandra Poppins will not be returning in 2011. Margaret has been on the committee for several years and occupied the position of Secretary, a job very well done, thank you Margaret. Margaret will continue in her role as our voluntary girl Friday. Julie has been a member for the past three years and her time, participation and contribution to the committee has been appreciated. Sandra and Cass both of whom have been involved in this Sector for many, many years offered to be on our committee for 2010 to give it some stability. Their knowledge of the Sector and their personal experience was invaluable. Thankyou Sandra and Cass I personally really appreciate your support to the committee and staff.

Our very loyal volunteers Val Smith, Nell Mercer and Margaret van Gestel continue to assist us with tasks that the staff just can't do due to lack of time. Each of them have become friends over the years and I can't imagine what it would be like not to have them here.



Judy Haley - Manager

COMMITTEE OF MANAGEMENT 2010



Katie Fisher - Chairperson

**Photos not available**

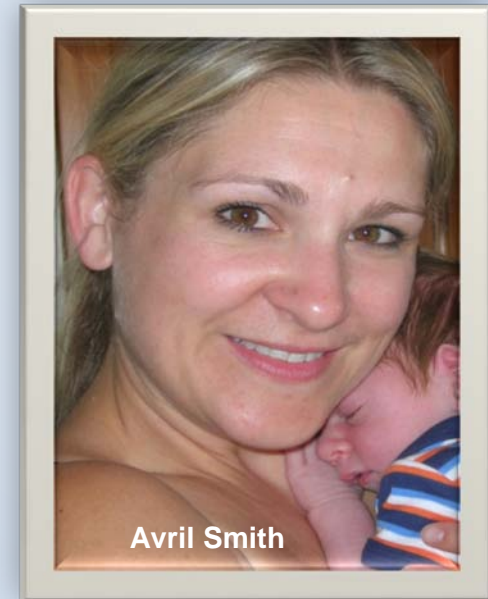
Louise Jeffery  
Rosemary Georgesz  
Sandra Poppins  
Cass Roche



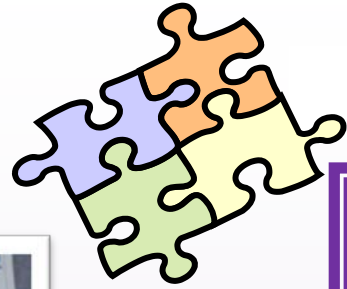
Julie Becker - Committee Member



Margaret van Gestel - Secretary



Avril Smith



CHILDCARE STAFF 2010



Jeanine Burton- Childcare Assistant



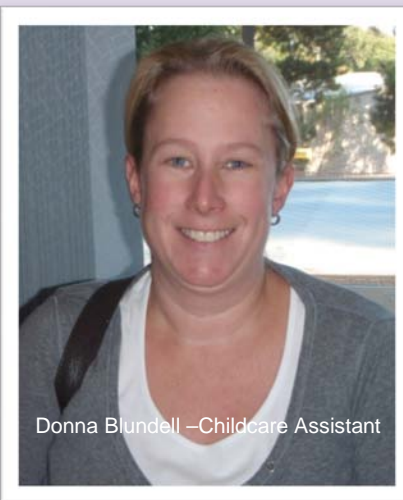
Hilary Ramadge - Childcare Co-ordinator



Denise Hetrelizis - Childcare Assistant



Susannah Brash - Childcare Assistant



Donna Blundell - Childcare Assistant



Davina Ryan - Childcare Assistant

ADMINISTRATION STAFF 2010



Mitzi Scully - Financial Administrator



Judy Haley - Manager



Penny Pendrey - Receptionist

Aarhi returns in 2011

Resigned in December



Hannah Landray - Program Coordinator



Aarhi Prakash Education Co-ordinator



Therese Tankey  
Education Programming Co-ordinator



Louise Belinski  
Assistant Programming Co-ordinator



Graduating Students in Certificate III in Children's Services

SNAPSHOT OF 2010



Graduating Students in Certificate III in Education Support



Graduating Students in Certificate IV in Training & Assessment



Our lovely Italian Cooking Tutor - Laura



Students in Art Painting with Denise Walker



Avril, Katie and Judy receiving cheque from McKern Steele



Amanda with her Award



Jan from Park Orchards Garden Supplies presenting a Workshop during Healthy Lifestyle Week



Students enjoying their Italian Food