

Secretary's Report 2025

The Management Committee for The Hills Community Kindergarten met on 7 occasions following the Annual General Meeting (AGM) held via MS Teams on Thursday, 6 March 2025.

Current members of the Management Committee (MC) 2025 are:

Mohammad Islam (MI) - President

Lan Huynh (LH)- Vice President

Yuanfang (Zoe) Zhao (ZZ)- Treasurer

Wendy Du (WD)- Secretary

Alicia Hammond (AH)- General Member

Stephanie Hani (SH)- General Member

Gemma O'Donoghue (GO)- General Member

Meetings were conducted both via MS Teams and onsite at The Hills Community Kindergarten, allowing flexibility while maintaining strong governance oversight.

All meetings were also attended by Allison McCartney (AM), Director of The Hills Community Kindergarten.

Notice of Attendance: x = attended

Member	25/03/25	20/05/25	17/06/25	12/08/25	09/09/25	21/10/25	09/12/25
AM	x	x	x	x	x	x	x
MI	x		x	x	x		x
LH	x		x	x	x		x
ZZ	x	x	x	x	x	x	x
WD	x		x	x	x	x	x
AH	x	x	x		x	x	x
SH	x	x	x			x	x
GO	x	x	x	x		x	x

Throughout 2025, the Management Committee worked closely with the Allison to ensure the Kindergarten remains financially stable, compliant, and a positive place to work and learn.

A significant portion of the year was dedicated to our commitment of staff retention and support, including wage reviews, employment contract considerations, professional development, staff surveys, and wellbeing initiatives.

The Committee also maintained strong financial oversight, with careful monitoring of budgets, fee structures, and budget planning for 2026.

Time was spent reviewing and modernising the Constitution to ensure governance arrangements, membership provisions, quorum requirements, and community participation remain fit for purpose.

Building matters continued to be a focus, particularly ongoing liaison with Council regarding roof rectification works and maintenance responsibilities which have been resolved and scheduled for 2026.

Community engagement and fundraising initiatives were supported throughout the year, with events and activities aimed at strengthening parent participation and connection; we have had a successful end of term disco, delightful playdough fundraiser and family photography sessions.

The Management Committee would like to thank our Director Allison McCartney, all members of staff, and families for their dedication and ongoing support throughout 2025.

A handwritten signature in black ink, appearing to be 'Wendy Du', written over a horizontal line.

Wendy Du
Secretary