



Williamstown
Community
and Education
Centre Inc

Newsletter January 2018

Joan Kirner House and Spotswood Community House

**For Members, Committee, Staff, Volunteers, Students,
Parents, Stakeholders, Centre users, Partners,
Sponsors and Our Community**

Find us on 



Christmas Function

Upcoming Birthdays

Gemila, Childcare on 1 January / Maria, Volunteer on 3 January / Philip, Volunteer on 9 January / Caroline, Volunteer on 12 January / Luz Stella, Childcare on 21 January.

Coming Up...

- Semester One, 2018 Brochure is now available. Hard copies at Joan Kirner House and Spotswood Community House, or online [HERE](#)
- Wednesday January 10 - Skills for Education and Employment classes start up
- Monday January 29 - Centre re opens. Start of Term One.
- Monday January 29 - Pre - accredited classes start up
- Monday January 29 - Accredited classes start up
- Wednesday January 31 - Wednesday Walking Group, 10.15 am, starts up
- Wednesday January 31 - Wednesday 'Welcome Back Morning Tea'. 11.00 am
- Wednesday January 31 - Pelicans Three Year Old Program starts up
- Thursday February 1 - Occasional Childcare starts up
- Monday February 12 - Centre Free BBQ. 12.00. All welcome!

Fundraiser

For 'ABCs and Rice' in Siem Reap, Cambodia.

Jodie Whitehurst, our EAL Teacher is going to a Conference in Cambodia in February 2018.

While there, she is volunteering to teach at a children's school 'ABCs and Rice'.

In addition to providing a much-needed free education in English and Khmer, the school offers various food programs to nourish the children's bodies as well as their minds.

On behalf of our Centre, Jodie will make a donation to the school.

If you wish to contribute, please give a few dollars to Penny at Reception at Joan Kirner House (Over \$2.00 is tax deductible).

Thanks!



Pathways...

Great news that Sundus Nasir in Jodie's Intermediate Reading Class on Mondays has been successfully accepted into an Associate Degree of Professional Design and Technology at RMIT.

Well done Sundus!

But we will miss you 😊



Volunteer Wanted!



We are seeking a Volunteer in the Williamstown North area.

Would you like to befriend an isolated person for the benefits of companionship?

The Community Visitors Scheme matches volunteers to a person living in an Aged Care home or their own home.

We have a male recipient, aged in his 60's, who is seeking a friend.

He has requested someone who:

- *Speaks fluent English.*
- *Is able to visit one to two hours each fortnight.*
- *Is willing to take him out via their personal vehicle once a month.*

To find out more please contact me on cvs@mcm.org.au or call (03) 9486 8436.

Thanks,

Elaine

Elaine Castle
Manager Community Visitors Scheme
Melbourne City Mission



Free One Hour Mindfulness and Meditation Workshop

On Wednesday 7th February 2018 at 7.00 pm to 8.00 pm.

Present Mindfulness Academy's Co-Founders Amanda Spencer and Suzanne Marambio, who will lead you through some mindfulness practices, meditations, and scenarios of when and how you can use Mindfulness to improve your life.

Please register at <http://pmacademy.com.au/events/> or call 9391 6678 to book your place.

Reaching Across the Ages

This Hobsons Bay Community Fund (HBCF) sponsored initiative is a program where mature aged volunteers, including our students, meet and read stories with children in our Childcare.

We now have three readers, Maryam, Shukran and Pei Hua.

Cathy has inducted and trained all our volunteers and the children are loving it.



Hobsons Bay City Council - Multicultural Awareness Grant

This year long 'Vibrant Community Grant' is helping us maintain unfunded initiatives and introducing new ones.

We can now continue our Wednesday Walking Group and Morning tea where locals mix with our culturally and linguistically diverse (CALD) students.



We are also able to maintain our free monthly BBQs for everyone in our community.

As well, we can organise a range of educational excursions, trips and visits to our Centre from a variety of agencies.

Welcome to Australia Program

This Slater and Gordon sponsored Program aims to provide English language education to asylum seekers, refugees and others ineligible for Government subsidised training.

We currently have three Students at Spotswood Community House and seven at Joan Kirner House.



Advocates for the Environment

This Hamer Sprout Fund sponsored initiative entails researching local recycling opportunities, establish easy to use systems and processes for the community to recycle, and then promote these systems through our networks and partners including other community centres in Hobsons Bay.



We have found a great Project Officer for this initiative, Rose McVicar who has worked for Hobsons Bay City Council, been a Volunteer Coordinator for 'On My Feet', helping unemployed and homeless, an Administrator for the local 'Buy Nothing Project' and is on the 'St Mary's Sustainability Parent Group'.



Bendigo Bank Support

Laverton Community Bank® has provided valuable support to our Centre with the 'Life Wide Learning Project'.

This support will help us continue our gardening, cooking, craft and social media extra curricula activities for our CALD students.

Such activities help students in many ways, including increased confidence, learning new skills, teamwork and cultural sharing and understanding.



'Choose Tap' Drink Bottles

Our application to City West Water for these drink bottles was successful.

We will use these for our Willy Walking Group over these hot summer months.



Commonwealth Games Baton Relay

Our Centre will be hosting staff and volunteers of the Commonwealth Games baton relay through Williamstown on Saturday February 10.



Step Back in Time..

Back in 1975 our Centre sponsored a project called 'Turtle Video'.

It was based at 3 Fryer St Williamstown at the North Williamstown Primary School (The building is no longer there).

After five months of renovations a group of participants carried out a series of Sunday workshops.

The studio was also shared with other community groups.



Turtle Video, later to become WesCom (Western Communications Cooperative Ltd) continued operations for 37 years at various venues in the local area.

There is a history page and some old videos [HERE](#).

This Month's Profiled People

Catherine (Cathy) Paleologoudias is our Childcare Coordinator, and has been at the Centre for eleven years. Cathy also delivers the Pelicans Three Year Old Program.

In the time Cathy has been at the Centre, she has been directly involved in the early learning development of over 380 local children.

Cathy has an Associate Diploma of Social Services in Childcare, Bachelor of Arts in Early Childhood Development and a Graduate Diploma in Early Childhood Development.



Jonathon (Jon) Grima has been one of our Committee Members for three years. He is a familiar face around both our venues, helping out where he can.

Jon is a Registered Building Practitioner and Director of Joncol Building Services with industry experience spanning over 20 years.

Jon is a colourful person and very creative, as evidenced his own house being featured on an episode on Channel 7 'Australia's Best Homes'.



Jeannie Johnson has worked at the Centre for 19 years as IT Coordinator and a Computer Teacher.



The quality of Jeannie's teaching is reflected in the high student retention rates she has had. Her students are dedicated, and her reputation as a quality teacher reaches far and wide.

Jeannie has also voluntarily maintained a strong partnership between our Centre and Mobil, which has seen many thousands of dollars and resources provided to our community over many years.

FAQs

How is the Centre legally set up?

We are an 'Incorporated Association' and adhere to the 'Model Rules' under the Victorian 'Associations Incorporations Reform Act 2012'.

The Act and our Model Rules are at Reception and on our website [HERE](#).

The Model Rules set out how the members of the Association and the Committee operates.

An important aspect in here are 'The Purposes of the Association'

There are about a dozen of these in dot point and include items like -

- *To develop practical support, direction and skill development for disadvantaged adults and families in our community, including people with sensory, intellectual, physical and psychiatric disabilities.*
- *To offer occasional care and childcare for programs run through the centre.*
- *To provide meeting room and venue facilities to community interest groups and self help groups.*
- *Offer family support, social and education activities to all sectors of the community, particularly those most disadvantaged.*
- *To provide an information and referral service*

The Committee sets up the Vision and Mission and with the Manager develops a Business Plan and Policies. These are also on our website. The Committee then 'governs', and the Manager then runs the day to day operations of the Association with help from staff.

Committee Governance is essentially ensuring the Model Rules, Vision, Mission, Business Plan, Budgets, Forecasts, risk management etc are all set up, monitored, checked and updated.

Our Committee also has their own secure webpage when I and other senior staff update and brief them in reports on several other areas such as Insurance, LSL Provision, ICT Reviews, Asset Register, Risk Management, etc. The Committee meets about seven times a year and at the Annual General Meeting in May.

However we report to them Monthly with a Managers Report which includes a briefing in all program and operational areas. We also provide them with a current Year to Date Profit and Loss, Balance Sheet, Financial Forecast and Forecast Variance Report.

Don't worry - they watch us like a hawk!

Then I, with the help of the Coordinators 'operationalise' the Business Plan.

One way of looking at an Association is below. It's a democratic circle where everyone who is involved, has both responsibilities and is accountable to others.

The Community

- Who expect programs and services
- Who can become a **Member of the Association** ↩



Members of the Association

- Who are accountable to the **community**
- Who can stand for election on the **Committee** ↑



The Committee of Management

- Governs and is responsible to the **Members**
- Appoints, works with and supports the **Manager** ↑



The Manager

- Who is accountable to the **Committee**
- Who manages the operations of the Association including **staff** ↑



Staff

- Who are accountable to **the Manager**
- Who deliver services and programs to **the community** ↗

Welcome to 2018!

Thanks,

Mark.

Mark Brophy, PhD

Manager

Williamstown Community and Education Centre Inc