**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 11th July 2017**

**Present:** Bec Doolan, Emily Hurley, Ian Cockburn, Annie, Vicki MacDonald, Brendan Taylor.

**Apologies:** Fleur de Crespigny, Katie Pickering, Annie O'Connor

**Approval of Minutes:** Approval of minutes from the 13th of June Management committee was deferred to the next meeting

**Approval of Policies**: The draft "Code of Ethics" was yesterday circulated for comments, approval was deferred to the next meeting to allow the committee to review this.

**Director's report:** Vicki reported that parent-teacher meetings had been taking place. Most parents were very happy with the new documentation and most seemed impressed with how well the educators knew and understood their children. As has been reported previously, staff will no longer be preparing extensive portfolios, instead a yearbook will be given out covering the whole centre. This frees up staff time for actually interacting with the children.

There have been few winter bugs this year among either the staff or the children which has made planning straightforward.

**Workplace health and safety:** Outside painting is ongoing mostly at weekends. Repainting of the deck may be done midweek to expedite the process. ANU have promised to repaint the interior, but no date has been set for this. All blood tests have come back negative for lead poisoning.

**President's report:** Bec reported that there shall be a childcare Liaison meeting tomorrow. She further noted the new ANU childcare newsletters keeping us updated on the upgrading/repairs of facilities.

**Treasurer's report:** Emily noted that we have YTD profit of $84,000. However in July there will be a wage increase that will eat into this number.

Unfortunately the wage increase is 3.2% which is higher than anticipated, due to Fair Work Australia mandating a pay increase that exceeds the current enterprise agreement. Emily will check with Marg to determine what pay increases were budgeted for next year and how this impacts our future budgets and planned fee increases. It was however noted that many staff were now highly qualified so the total salary bill so upskilling may put less pressure on the wage bill than usual, potentially offsetting some of this unbudgeted increase.

Another unbudgeted expense is the waste disposal charges ~$6,000 YTD.

Vicki and Bec will propose at the childcare liaison meeting to look into alternative (non-ANU) waste disposal providers and obtain quotes.

**Public officer:** No report

**Grants officer:** No report

**HR matters:** It was asked whether we had recruited a BEd teacher for preschool room. Vicki said that she had identified a suitable candidate, though she was not sure how long they would stay on for beyond the end of the year, so we have to look for someone new then.

Dillini will return in October.

**Staff representative:** No report

**Fundraising:** There will be a Pajama day on the 21st July, but this is raising money for Cancer care, not the centre, as several families have been impacted by this recently.

**Social and Cultural:** Nothing arising

**Matters arising**: None

**Meeting adjourned at 5.55 pm**