**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 12th December 2017**

**Present:** Bec Doolan, Ian Cockburn, Brendan Taylor, Vicki MacDonald, Roald Maliangkay, Chami Da Silva, Corinne Coulter, Yu Dong Lee, Katie Pickering

**Apologies:** Fleur de Crespigny, Annie O'Connor, Emily Hurley,

**Approval of Minutes:** Approval of minutes from the October and November management committee meetingswas deferred until the next Management Committee Meeting.

**Approval of Policies**: Note is made that the Grievance Management for Non-Staff Policy, the Privacy and Confidentiality Policy and the Sleep, Rest and Relaxation Policy were all approved previously by email.

Bec noted that the Inclusion and Equity Policy is due to be reviewed early next year.

**Approval of Budget:**

Bec gave an overview the Budget for 2018. Chiefly, that fees will be increased from the beginning of February to $119.50/day. This is slightly lower than the budget forecast from (so no Special General Meeting is required). With this fee increase we have budgeted for a small profit of $3500 in 2018. Bec noted that the revised budget includes line items for garbage removal.

**The budget was unanimously approved (Proposed: Brendan Taylor; Seconded: Roald Maliangkay)**

**The fee increase was unanimously approved (Proposed: Brendan Taylor; Seconded: Roald Maliangkay)**

Parents will be notified of the fee increase. Brendan suggested that we should explain a few points, notably that this is lower than the budget forecast and secondly that the fee increases are mostly driven by staff pay increases and up-skilling.

**Director's report:**

Vicki reported that it had been a busy end to the year. Parent-teacher meetings all went extremely well with good feedback on programing. A year book has been produced and will be finished later this week. A pdf copy of this will be put on the members area of the website, and a printed copy will be offered as well.

Brendan suggested that the hard copy could be sold as a fundraising activity.

Vicki reported that she had been showing new parents through the centre, chiefly in the baby room as there is limited intake at older ages.

Finally Vicki reported that the modification of the hats policy discussed at the previous meeting had been a success with few new hats having to be provided to children.

**Workplace health and safety:**

Vicki reported that she has continued to notify ANU facilities and services of problems with the tree in the preschool area courtyard. In particular the tree is unhealthy and the roots are a trip hazard.

**President's report:**

Bec reported that she was still thinking of ways of enhancing community spirit among heritage families. Suggestions included gardening bees or movie nights for older children.

There was also some discussion of other possible fundraising activities (such as selling the yearbook). Bec also discussed that we should think of ways of getting more people involved in volunteering to help at preschool activities and parties.

Katie mentioned that next year there would be the next of the bi-annual art nights.

Finally Bec mentioned that we should think of planting a tree for Meg when she is back (likely early next year)

**Treasurer's report:**

No report - covered in approval of budget

**Public officer:** No report

**Grants officer:** No report

**HR matters:** Covered in staff representative report

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**Staff representative:** Hin is retiring (having served >10 years) and Kate Miller is moving to Victoria. Chami is returning to India, Sabi is returning to Nepal but not until later next year.

Vicki has advertised the open positions in several outlets. As people working towards qualifications cannot be employed under changes to the law we may have to apply for wavers.

**Fundraising:** No report.

**Social and Cultural**: No report.

**Matters arising**: None.

**Meeting adjourned at 5.35 pm**