**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 14th November 2017**

**Present:** Bec Doolan, Emily Hurley, Ian Cockburn, Annie O'Connor, Brendan Taylor, Vicki MacDonald,

**Apologies:** Katherine Carroll, Fleur de Crespigny, Katie Pickering,

**Approval of Minutes:** Approval of minutes from the October management committee meeting was deferred until the next meeting.

**Approval of Policies**: Grievance Management for Non-Staff Policy, the Privacy and Confidentiality Policy and the Sleep, Rest and Relaxation Policy have all been circulated for comments among the committee and feedback has been received these will be approved by email.

**Director's report:**

Vicki mentioned that a parent raised concerns about charges for hats if the child attends without one. The parent thought that the hat had been lost at school rather than at home. It was suggested that in future we will strongly encourage that no hats should go home to prevent possible mix ups and unwanted extra charges.

Vicki reported back from the ANU liaison meeting. ANU have provided a form clarifying what maintenance we are responsible for and what ANU are responsible for. We will now be responsible for changing light-bulbs, however these are often high and out of reach, even with a ladder. Vicki obtained a quote for $17124 to switch to LED lighting to remove the need for lightbulb changing, this is far to high, accordingly she will ask ANU to reconsider this aspect of the agreement.

We are also now responsible for internal painting and carpeting. Vicki has requested that we start out with new carpeting (which is quite old) and up-to-standard painting. ANU are also looking at cutting the handyman who takes care of the childcare centres.

Emily raised that we should get quotes for new carpets, this could come out of the capital account. It was noted that we the quote should be for the work to be done at the weekend.

Vicki reported that we have removed the excess signatories from the account leaving Bec Doolan, Vicki and Marg as the sole signatories on the fundraising account, business account, and capital account.

Finally Vicki reported that summaries from the parent teacher meetings will go out this week.

**Workplace health and safety:**

No report - covered in the discussion of changes to the ANU-childcare centre agreement.

**President's report:**

Bec reported that she is trying to think of ways of increasing parent involvement and how can this be done. In particular she suggested social events that involved the parents and older children.

Vicki pondered whether the centre could connect more with disadvantaged people, she wanted to canvas ideas for this.

**Treasurer's report:**

Emily reported that we are tracking very well with a profit of ~$22k in October and a YTD (Jan-Oct) profit of $146,000 with usual caveats of lower attendnece and 3 paydays in December. However, this is still a better position than usual.

Vicki reported that a delinquent family that left with an outstanding bill of $1600 have now repaid in full.

Emily raised the budget. The approved medium term strategy was to put it up to $120/day, this looks like a solid number. Emily raised two options: $118.50/day, or $119.50/day. 118.50/day is the current budget adjusted for CPI. $119.50 allows for an extra $2/hour for the room leaders. Bec and Emily will clarify if a special meeting is required to approve these increases. The committee generally felt that an increase to $119.50/day would be appropriate.

**Public officer:** No report.

**Grants officer:** No report.

**HR matters:** Hin is retiring (having served >10 years) and Kate Miller is moving to Victoria. Chami is returning to India, Sabi is returning to Nepal. Vicki has in mind individuals to replace them.

**Staff representative:** No report.

**Fundraising:** Vicki reported that mangoes will be here soon.

**Social and Cultural**: Christmas party is on the 9th December, Vicki will put out a note to the families for help on the day.

**Matters arising**: Shutdown will be 22nd Dec-5th Jan, reopening Monday 8th Jan.

**Meeting adjourned at 6.05 pm**