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|   | **Heritage Early Childhood Centre Management Committee** **Minutes – 13th February 2024**  |

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|  **Item 1: Acknowledgement of Country** “We acknowledge and celebrate the First Australians on whose traditional lands we meet and pay our respect to the elders past and present.”1 1 https://services.anu.edu.au/human-resources/respect-inclusion/anu-acknowledgment-of-country  |
| **Item 2: Introductions, apologies, and announcements.** For members to introduce themselves, note any apologies and announcements. Present – Vicki, Katie, Katherine, Karen, Sonja, Susie, Apologies – Vienna Dawson, Ryan Bartley, Penny Grewal-Sidhu, Neil DawsonNeed secretary position to be filled while Penny on a short break from the committee.The deputy chair position needs to be filled after the departure of Rohan |
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| **Item 3: Approval of minutes** *Recommendation: That the Committee approve the minutes of the previous HECC Management Committee meeting.* *Minutes approved for December 2022; AGM March 2023; and Minutes from Feb 2023.* |
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| **Item 4: Actions from previous meeting** To review action from minutes of previous meeting, highlighted in yellow in Minutes document. *Recommendation: That the Committee note the actions as completed or pending.* *EAP can be managed by setting it up in block relief model. This hasn’t been added to budget**COI policy for 3-year-old preschool.**Budget – Neil has drafted budget papers and presented them at the SGM* |
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| **Item 5: Director’s report** To be received at the meeting. *Recommendation: That the Committee note the Director’s report.* *The audit letter was tabled by Vicki.* *A document presenting the responsibility of independent auditor and committee, to be signed by the chairperson.**Documents (2) regarding the prevention of fraud for the treasurer to complete were tabled by Vicki.**Document (3) regarding the prevention of fraud for the Director to complete was tabled by Vicki.**Documents addressed to the management Committee will be uploaded to committee website for transparency.**Transition for children into new rooms going really well for both January and February transitions.**18 new places will be settled into nursery, and new babies will be gradually brought in. Buffer put aside for financial implications to ensure settling of child and connection is build firmly in early weeks.**Attendance is good for the Centre: Tuesday has one spot left and Friday has four spots left* *Only one family has complained about the fee increase. This family was given the information regarding the need to increase fees and was satisfied.* |
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| **Item 6: Chairperson’s report** To be received at the meeting. *Recommendation: That the committee note the Chairperson’s report.* *Nil to report* |
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| **Item 7: Treasurer’s report** To be received at the meeting and financial statements to be received prior to the meeting, if possible. *Recommendation: That the committee note the Treasurer’s report.* *January presented a substantial loss due to three pay periods, and the fee increase hadn’t happened yet; plus, there was no parent payment in the first week of January despite staff being paid.* *Overall, it should balance out over the rest of the year.**5th February fee increase occurred. $145.00 - $165.00* |
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| **Item 8: Policy Items** *Recommendation: That the Committee discuss and approve policy items as required.* *One policy is outstanding – the Food Safety Policy. Vicki will email around. Committee members to please look at it and comment.**Please approve this policy out of session.* |
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| **Item 9: Staff Representative’s Report** To be received at the meeting. *Recommendation: That the Committee note the report.* *Bus focus – defensive drive course has had 4 educators complete it, two more to go.**Kirsty and Hannah been doing risk assessments to the sites for bus excursions. Have visited some of these places to see particular risk assessments. One was the Cotter Campground and the other was the Mulligans Flat. Mulligans Flat was particularly successful as an option and meeting with staff there built new connections and ideas to grow a program with them. They have event spaces that can also be used.**Annual / general permission form to go to a number of places being put together as opposed to one at a time.**Paperwork and procedure are in place a lined with our policy to ensure no child is left on bus or left without a harness.**Review of draft authorisation form – discuss the specificity of destinations versus a catchall phrase like “Canberra Nature Reserves”.**Kirsty starting her Bachelor Early Childhood Teacher this month.**Two new educators to join Heritage in the next few months, one of whom has an ECT qualification – That will give us one in toddler room and one in preschool and one studying towards her ECT.* |
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| **Item 10: WHS Report** To be received at the meeting. *Recommendation: That the Committee note the WHS report.* *Possum in nursery roof. ANU notified and liaison to meet next week for next steps.**Grant Officer Report: Grant identified by Grants Officer for either capital works or programs for disadvantaged and vulnerable families. Sent to Vicki and Katie**Visit from Government to identify accessibility of Centre for people with accessibility needs.**Public Officer – none**Any other business – none**Next meeting – 12th March.**AGM – 19th March 2024**Dinner – for outgoing and incoming committee – 4th April, 2024.* |