**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 10 September 2019**

**Present:** Danielle Venn, Katherine Carroll, Bec Doolan, Adrian Plumb, Vicki McDonald, Fleur de Crespigny, Emily Hurley, Katie Pickering

**Apologies:** Brendan Taylor

**Approval of Minutes:** Minutes from August meeting approved unanimously.

**Approval of Policies**:

No policies are up for review and approval at this time. Several policies are forthcoming including physical education and pets/animals.

**Director's report:**

ANU IT does not want to host Heritage’s email account anymore, so will need to set up a new business email account. The old address will divert to the new one for 12 months. The best domain name we could get was heritageecc. It is important to ensure that we can be found by search engines. Suggestion for main email was info@heritageecc.com.au. None of the room email addresses will be affected.

Christmas shutdown will be from close of business on Friday 20 December, reopening Monday 6 January.

Upgrade to nursery garden starting in October. Funded through fundraising money. Johnno has been doing maintenance work around the centre, and the kids are enjoying helping him out.

We have received a copy of the new lease, which maintains agreement where we don’t pay rent for the building. It is unlikely that Heritage will be affected by changes proposed in the university masterplan for least 10 years in the future. However, it may be useful to position ourselves by thinking about where on the campus we would like to be if there was a plan to centralize or move childcare centres on campus..

**Workplace health and safety:**

One window is painted shut in nappy change area in toddler room which we need to be able to open for ventilation. Have spoken with ANU and they will fix it when possible.

Coming to end of ongoing workers compensation case. Pilates has been very successful in helping reduce staff injuries, also good for morale among staff.

**President's report:**

The next event will be the Halloween party at end of October. The Christmas Party will be held on Saturday 7 December.

There was good turnout for the recent Father’s Day event.

**Treasurer's report:**

Budget is looking good, YTD profit of $128,000, but several big bills arrived recently. Alicia can now cover EC Teacher role, so there has been a big saving on staff costs. We need to start the budget process for next year.

Consideration given to buying a bus for the centre. May be useful to do a survey of parents to gauge attitudes to increasing the number of excursions. It also may be worth doing a business case for renting, although this would be less convenient as we would have to install car seats each time.

**Public officer:** No report

**Grants officer:** No report

**HR matters:** No report

**Staff representative:**

Staff have been working to improve the back deck play space. Work has also started on updating the Reconciliation Action Plan.

**Fundraising:** No report

**Social and Cultural**: No report

**Matters arising**: None.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 15 October – note that this is the third Tuesday of the month to avoid holding a meeting in the school holidays.**