**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 12 February 2019**

**Present:** Bec Doolan, Annie O'Connor, Danielle Venn, Stevie Wright, Vicki McDonald, Emily Hurley

**Apologies:** Fleur de Crespigny, Brendan Taylor, Colin Wiltshire,

**Approval of Minutes:** Minutes from Special General Meeting and December committee meeting to be circulated.

**Approval of Policies**:

Diabetes policy needs a final check, will be circulated. A list of 2019 policies is being prepared.

**Director's report:**

Busy start to year. Transition has gone smoothly in all rooms.

Preschool room completely full Monday-Wednesday and some toddlers still to transition to preschool room. Some of them may take extra places in preschool room on Thursdays and Fridays.

Tent has been purchased and set up out the front, will be used as an extra play area, for outdoor activities, etc.

Yearbook is being finalised, a call will go out for orders soon.

**Workplace health and safety:**

Liaison meeting with ANU next Tuesday, will find out how painting maintenance will be managed.

Have several wooden toys that need fixing. Grass in nursery garden needs mowing, will borrow mower from environmental centre.

**President's report:**

Thanks to committee members for contribution ahead of special general meeting and participation. Vicki has been doing some preliminary work on a new enterprise agreement. Proposing that the EA be terminated and replaced with the award plus a fixed amount. Vicki will circulate the proposal and we will hold a separate meeting to discuss in more detail.

The AGM will be held on 19 March. Committee dinner will be held afterwards.

**Treasurer's report:**

Budget is around $20,000 in red, due to delay in fee increase, standard for January.

**Public officer:** No report

**Grants officer:** No report

**HR matters:**

Preet has left to take up a position at a primary school.

**Staff representative:** No report

**Fundraising:** Stevie and Vicki will work out a calendar for the year. Hope to do jumpers/teachers soon.

**Social and Cultural**:

**Matters arising**: None.

**Meeting adjourned at 5.45 pm, next meeting will be the AGM to be held Tuesday 19 March (NOTE: 3rd Tuesday of March).**