



# Heritage Early Childhood Centre Management Committee

## Agenda – November 2021

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The November 2021 meeting of the Heritage Early Childhood Centre Management Committee will be held at 5.00pm on Tuesday 9 November 2021, **in person** and via Zoom (<https://anu.zoom.us/j/84718598372?pwd=K3RYdGx2YUhyN3BHQmVwclNsODZtdz09>).

### **Item 1: Apologies and announcements**

To be received.

*Recommendation: That the Committee note the apologies and announcements*

### **Item 2: Approval of Minutes**

*Recommendation: That the committee approve the minutes of the October 2021 HECC Management Committee meeting.*

### **Item 3: Policy items**

*Recommendation: That the Committee:*

- *Approve the Immunisation Policy; and*
- *Receive an update on the implementation of the Teams site to assist with the review of policy documents.*

### **Item 4: Director's report**

To be received at the meeting.

*Recommendation: That the Committee note the Director's report*

### **Item 5: Workplace health and safety report**

To be received at the meeting.

*Recommendation: That the Committee note the Workplace health and safety report*

### **Item 6: Chairperson's report**

To be received at the meeting.

*Recommendation: That the Committee note the Chairperson's report*

**Item 7: Treasurer's report**

The Treasurer's report is to be received at the meeting.

*Recommendation: That the Committee*

- *note the Treasurer's report;*
- *note the HECC October 2021 Financial Reports; and*
- *discuss the HECC Project funding request.*

**Item 8: Public Officer's report**

To be received at the meeting.

*Recommendation: That the Committee note the Public Officer's report*

**Item 9: Grants Officer's report**

To be received at the meeting.

*Recommendation: That the Committee note the Grants Officer's report*

**Item 10: Staff Representative report**

To be received at the meeting.

*Recommendation: That the Committee note the Staff Representative's report*

**Item 11: Fundraising/Social and Cultural report**

To be received at the meeting.

*Recommendation: That the Committee note the Fundraising/Social and Cultural report*

**Item 12: Other Business**

For members to raise and discuss any other matters.

**Next meeting:**

The next meeting will be held at 5.00pm on Tuesday 14 December 2021.