**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm Tuesday 15 October 2019**

**Present:** Bec Doolan, Emily Hurley, Vicki McDonald, Brendan Taylor, Danielle Venn, Adrian Plumb, Katie Pickering

**Apologies:** Stevie Wright,

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

**Approval of Policies**:

Katherine has reviewed the excursions/incursions and physical activity policies and sent them back to Julia for revision. Bec will do a final check so they can be finalised. There will be one more policy to finalise this year.

**Director's report:**

New email address has been set up. Vicki will send out details with the next newsletter. The old email address will be forwarded to the new one for 12 months.

2020 enrolments are looking good, there will be very few extra places available once current families are accommodated.

Sustainability accreditation has been renewed. The RAP has also been revised.

Helmets have been purchased for children to wear when riding balance bikes.

Nursery garden improvements will be starting end of October. Will set up a temporary play space for nursery children near the tent.

We could consider giving each family a copy of the yearbook, or the graduating preschoolers. An alternative to funding it ourselves could be to consider offering advertising in the yearbook.

**Workplace health and safety:**

Nothing to report.

**President's report:**

Draft budget has been prepared and will be sent to Emily and Adrian. The new lease is ready to sign, which will go until 31/1/2023.

Bec will be away next meeting.

**Treasurer's report:**

Profit of $12000 for September, compared with $26000 last year. YTD profit of $137000 compared with $152000 for last year.

The budget for next year will need to be approved by the end of the year. We shouldn’t need an extraordinary general meeting to approve the fee increase because it is expected to be within the normal range. We will aim to discuss the budget at the next meeting and approve it by the December meeting.

**Public officer:** No report

**Grants officer:** No report

**HR matters:**

Advertising for two extra temporary staff to replace maternity leave position and add an additional staff member. Responses have been good so far.

**Staff representative:**

Vicki and several staff will be on leave in November.

**Fundraising:**

Mango orders are due by the end of next week.

**Social and Cultural**:

Halloween will be on Thursday 31 October – need volunteers for cooking sausages and other setting up. Will put out notice in the day book and newsletter calling for volunteers.

We should consider possibility of using an app or online system for getting people to sign up for volunteer opportunities. Bec will look into it and send details to Vicki.

**Matters arising**: None.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 12 November.**