**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 9 April 2019**

**Present:** Vicki McDonald, Brendan Taylor, Katherine Carroll, Danielle Venn,

**Apologies:** Bec Doolan, Fleur de Crespigny, Emily Hurley,

**Approval of Minutes:** Minutes from March AGM approved unanimously.

**Approval of Policies**:

Vicki will circulate several policies and nominate 2 people to review each policy. For discussion at next meeting.

**Director's report:**

All Committee members need to get their Working With Vulnerable People card and fill out a PA02 form and give details to Vicki. Danielle to send reminders to members who need to do this.

Bendigo Bank are offering a 2.4% for a term deposit and seem to be easier to deal with than Commonwealth Bank.

The Committee decided to deposit $300,000 into a term deposit account with Bendigo Bank in the name of Heritage Early Childhood Centre Management Committee Incorporated with three signatories: Rebecca Doolan, Vicki McDonald and Margaret Brown.

Lease agreement with ANU has been extended for 12 months, currently being reviewed by ANU legal team. Suggestion made to form a sub-committee to investigate options if leasing arrangements were to change in future.

**Workplace health and safety:**

ANU ran a fire drill to test alarms and procedures which went well.

Trip hazards from tree roots in toddler garden have been fixed.

Test and tagging of electrical items completed last week.

Problem with window painted shut in the toddler room that ANU will fix.

**President's report:** No report

**Treasurer's report:** Profit slightly down on same month last year, not running on full numbers. There are two spots available in the preschool room on Thursday and Friday.

**Public officer:** Vicki will take updated Committee list, AGM minutes to Access Canberra.

**Grants officer:** No report

**HR matters:** 2 staff on workers compensation; some staff will move rooms to enable injured workers to return to full work tasks. Physiotherapist coming to talk to staff about lifting techniques, core strength, etc. Pilates class will be run after hours for interested staff and parents.

Departing staff have been interviewed to find reasons why they are leaving. Feedback has been positive for Heritage; often reason for leaving is that people are leaving the childcare sector. We need to be able to pay our key staff adequately so that it is attractive for them to stay at Heritage.

A draft of a new Enterprise Agreement is being prepared, the Committee will consider this in coming months.

**Staff representative:** No report

**Fundraising:** No report

**Social and Cultural**: No report

**Matters arising**: None.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 14 May.**