**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting Tuesday 10 December 2019 5pm**

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

**Apologies:** Brendan Taylor

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

**Approval of Policies**:

No policies are up for review and approval at this time, all have been finalised. We are closing the year having updated a few policies and have several more in the pipeline for next year.

**Director's report:**

The Centre has had good numbers throughout the year, which helps the budget situation. Vicki has had good feedback from the recent parent-teacher interviews. She will put out a questionnaire to parents to provide further feedback.

On the quality improvement plan for next year is to provide more information to parents about Heritage’s educational philosophy. E.g. child-led activities.

Several educators are going to start study next year but will keep working at Heritage. Otherwise, staffing is stable. Martha has commenced materiality leave, she has been replaced by a staff member on a temporary contract.

Next year’s bookings are looking good. There is a bit of slack in the nursery room in case families need extra care in an emergency. The preschool and toddler rooms are fully booked.

The nursery garden is almost finished, there is a bit more work to do next year. There has been lots of positive feedback on the improvements from kids, families and staff.

Kate and Katie did a great job of running Heritage while Vicki was away.

**Workplace health and safety:** Nothing to report

**President's report:**

Bec thanked the committee and staff for a good year. There will be a committee dinner after the February meeting. We also need to lock in a date for the AGM to be held in March after the audit has been completed.

There will be several committee positions up for grabs at the AGM. The next newsletter will have a description of the positions to gauge interest among parents.

**Treasurer's report:**

The draft budget has been distributed to some committee members, and will be sent to remaining committee members in the coming week, with comments due back by Tuesday next week. Silence will be taken as acceptance.

The budget proposes a fee increase of $6.50 per day, which allows a bit more space for unexpected expenses than the $6.00 per day originally proposed by Vicki. This will mean that fees will increase from $126.50 to $133.00 from February. The committee suggested that we provide an explanation to parents of the reasons for the fee increase, as well as information from Centrelink about what the fee increase will mean for subsidy levels.

**Public officer:** No report

**Grants officer:** No report

**HR matters:** No report

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**Staff representative:** No report

**Fundraising:** No report

**Social and Cultural**: No report

**Matters arising**: The lease on the building seems to need to be signed by a lawyer. Adrian will confirm with ANU whether this is indeed the case.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 11 February 2020.**