**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 18 June 2019**

**Present:** Vicki McDonald, Brendan Taylor, Danielle Venn, Stevie Wright, Adrian Plumb, Emily Hurley

**Apologies:** Fleur de Crespigny

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

**Approval of Policies**:

Several policies will need to be reviewed and/or approved at the next meeting:

* Reportable conduct
* Epilepsy
* Screen time
* Medication

**Director's report:**

There will be a few movements of children between rooms in coming weeks, which should create one place in the nursery where we have a long waiting list. There is lots of demand for places in the nursery and toddler rooms. Thursdays and Fridays are still available in the preschool room. Some toddlers may be ready to go up to the preschool room in coming months but not at the moment.

Vicki has some concern about relatively high staff turnover. Seven staff have moved to another centre in the last 18 months. The other centres are generally matching Heritage pay when they recruit Heritage staff, but offer lower administrative burden and shorter commutes. The Committee discussed how we can reduce some of the burden on staff. There was a desire to survey parents about what they find most valuable (e.g. day book, developmental summaries, parent-teacher interviews) with a view to reducing the burden on staff. Vicki suggested that we trial some new software which would allow staff to capture information collected for the day book in developmental summaries rather than doing these things separately.

**Workplace health and safety:** No report

**President's report:** No report

**Treasurer's report:**

Last month had three pays which always makes the books look worse than they are, but we are tracking OK, similar to same time last year.

**Public officer:** No report

**Grants officer:** No report

**HR matters:**

The Committee will continue discussions about ways to reduce staff turnover and a new enterprise agreement at future meetings.

**Staff representative:** No report

**Fundraising:**

Fundraising money raised over the last few years will be used to fund new landscaping works in the nursery garden. This will cost around $12000 and will start in October, hopefully with minimal disruption to the nursery. The Committee discussed the possibility of having a garden opening event when the weather warms up, possibly combining it with a reunion event for former Heritage kids.

We will register for mangoes this week. Entertainment Books are still available. Clothing order has been done. T-shirts were purchased by Heritage for preschoolers to wear over their clothes when out and about once the weather warms up a bit.

A note will be sent to parents asking for expressions of interest in being a sponsor for next year’s year book.

**Social and Cultural**:

Preparations for the Halloween Party will be discussed at the next meeting.

**Matters arising**: None.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 9 July.**