**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 14 May 2019**

**Present:** Vicki McDonald, Brendan Taylor, Katherine Carroll, Danielle Bec Doolan, Colin Wiltshire, Katie Pickering

**Apologies:** Fleur de Crespigny, Emily Hurley, Venn

**Approval of Minutes:** April Minutes passed

**Approval of Policies**:

Diabetes policy approved.

2 new policies to be distributed for review.

**Director's report:**

Reminder: All Committee members need to get their Working With Vulnerable People card and fill out a PA02 form and give details to Vicki.

There has been some staff turn over since last meeting. Eranga (nursery) will be moving on at the end of May and will be missed.

Vicki has interviewed 5 applicants, 3 were outstanding and will be starting soon. There was discussion with the recruits regarding wages, at least one is taking a pay cut to come to Heritage. There may need to be further review of the wages at next budget to retain and attract staff.

All new staff will hold diploma qualification. The current objective is to decrease the reliance on relief staff and overall improve the commitment of staff.

**Workplace health and safety:**

There is some maintenance work required however there is currently no viable staffing option to attend to this. It was proposed that the centre to look at engaging a casual maintenance person – Vicki to follow up with “Hire A Hubby”.

Looking to organise a working bee involving parents.

**President's report:** New policies coming for review soon.

**Treasurer's report:** The meeting noted the information provided by Marg by email prior to the meeting. Budget is comparable to the same time last year.

**Public officer:** nil

**Grants officer:** No report

**HR matters:** Pilates classes have started. After the next class, they will be opened up to interested parents.

**Staff representative:** No report

**Fundraising:** No report

**Social and Cultural**: No report

**Matters arising**: None.

**Meeting adjourned at 5.40 pm, next meeting Tuesday 11 June.**