**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 12 November 2019**

**Present:** Fleur de Crespigny, Brendan Taylor, Katie Pickering, Kate Kim, Emily Hurley, Danielle Venn

**Apologies:** Bec Doolan, Vicki McDonald, Adrian Plumb, Katherine Carroll, Stevie Wright

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

**Approval of Policies**:

The policies that Katherine looked at have been sent to Julia for finalisation.

**Director's report:**

Nearly finished placements for next year, we only have two spots in the nursery to fill. Had high demand for places from new parents, so we should be full next year.

Some upgrades have been done in big garden and new deck in the nursery garden. Some work still to do be done in the nursery garden – hand rails,

All rooms are working on summaries, interviews will start next week and finish by December.

Had around 30 responses to mini bus survey. Around 90% of parents supported having more excursions, especially from parents of preschoolers. A few comments concerned about safety issues and cost. The survey is still open. Adrian and Vicki have looked into options for insurance and licensing.

**Workplace health and safety:**

Educators have been reminded to check around the gardens to make sure there are no hazards left from the building works.

Fleur asked whether the fumes from the blower are a health issue for staff and children. We could investigate whether we could get a battery-operated blower to reduce fumes.

**President's report:**

No report

**Treasurer's report:**

Emily will circulate the budget and we might have to discuss out of session. Then we can let parents know what the fee increase will be – we need to give parents two weeks’ notice of fee increases. We will have to have a special general meeting if the fee increase in above what was budgeted for.

**Public officer:** No report

**Grants officer:** No report

**HR matters:**

Martha will go on maternity leave next week. Katie and Kate have met with a couple of potential casual employees to replace her in the meantime. Jaoon has also recently started in the nursery and toddler rooms.

**Staff representative:**

The Reconciliation Action Plan has been updated and resubmitted. We have gone from 14 actions to 36.

**Fundraising:**

We raised around $300 from mangoes. They will be ready for collection end November.

**Social and Cultural**:

Heritage Christmas Party will be held on 7 December.

Thanks to all the staff for effort that went into the Halloween Party.

**Matters arising**:

Suggestion that the meet and greet session next year has some discussion of the teaching philosophy used at Heritage with some examples of how children are encouraged to pursue activities that they are interested in. Could be built into activities throughout the year – e.g. art night, fitathon. Would help parents (especially new parents) to get an insight into the effort educators put in and why Heritage is different.

**Meeting adjourned at 5.45 pm, next meeting Tuesday 10 December.**