**Heritage Committee Meeting**

**11 April 2023**

**Present in-person**: Suzie (Chair), Ksenia, Rohan, Neil, Penny, Vicki,

**Present online**: Vienna, Claire

**Apologies:** Susan, Karen, Katherine Caroll, Dan, Katie, Ryan

**Minutes**:

* March 2023 – approved.

**Policy:**

* Katie has set up Google Classroom for Policy approvals – it is a quicker platform for review and approval of policies. The link has been sent to the committee members.
* ACTION: Committee members to check if they have access to the platform.
* ACTION: Committee to review policies (starting from the COVID policy and working their way down to the others that have been uploaded).

**Director’s report**:

* For the new ANU license agreement, even though it is largely like the one in the previous period, we need a lawyer to review the document so that it can be signed. Since this is a legal document, ANU has notified Vicki of this requirement. Rohan mentioned he may know someone suitable for this.
* ACTION: Rohan to share contact details of lawyer with Vicki.
* Environmental centre will be closing by end April and turned into a carpark. This is being done to add parking spots to make up for the ones that are temporarily removed due to the renovation work. Garden may remain for a bit longer.
* Heritage has grown sustainable program and are not relying on the environmental centre only. We will continue to maintain the gardens and children will continue to do the composting and take care of the chickens, etc. in line with the children’s program. Rocio is the Sustainable Officer. Successful program and part of community growth initiative.
* Heritage is looking at widening the community focus and outreach programs to embed further in the local community. Adults with special needs (and their carers) are sometimes invited to look after the garden and volunteer at Heritage (gardens and other work e.g., sanding the deck). Other community outreach program involves intergenerational outings with pre-schoolers – a project that is in the pipeline.
* Photo Day was successful and dissemination of photos to take place soon - payments will be online this year.
* Push for the flu vax for the children and staff will commence soon. Few cases of COVID were observed recently and more cases expected closer to winter. COVID-19 policy has been reviewed and updated in accordance with Govt. regulations. This will be updated in the Google Classroom portal for Committee to review. Discussion about staff sick leave policy related to COVID was noted. Vicki suggesting that we take this on a case-by-case basis. It will be written into the policy.
* Bus is on track for Jan 2024, confirmation received.
* Vicki goes on holiday Friday 21st April – July 7th (10 weeks). Katie will take over as Acting Director. Eranga will take on the role of Asst. Director to support Katie, after 3-4 days of handover. Chintha (bookkeeper) will be involved with the Centrelink coordination. Titi and Fatima will be the Nursery leads in Eranga’s absence. Kirsty will take on the role of Educational leader.
* Vicki suggested that in preparation for the winter season (flu season), communication from the centre needs to be consistent. Newsletter will be sent to families reminding them of the protocol in case of sick child. We can add a letter from the committee supporting this.
* ACTION: Suzie to draft introduction and information relating to this policy, for the next newsletter – in coordination with Katie.
* Noted from the previous meeting’s minutes, Children services are happy with the edits to softwall and satisfied with the action plan for the minor suggestions made in the audit.
* Noted from the previous meeting’s minutes salary sacrifice issues have improved and we have contacted the ANU head – Johnathon. This action is closed.

**Chair’s report:**

* Nothing to report.

**Treasurer’s report:**

* Neil updated on financial reports.
* We showed a loss in Q1 – related to extended holiday period and having to play catch-up throughout the year. Some reconciliations are required after which finances will seem in a better state. Treasurer noted that for the start of the year, we are doing well. Once the occupancy rates are finalised, we will have a pretty good picture by June.
* ACTION: Neil will aim to circulate the report in advance of the next meeting.

**Capital Planning:**

* Garden around the nursery and sandpit was recently renovated. These expenses will come out of the credit-card and be visible in the next month’s financial changes.
* The preschool garden needs some improvements (looking at getting a new climbing frame and redo-ing the softwall).

**Staff Representative’s report:**

* Nothing to report.

**WHS report:**

* Johno nearly fell through the sandpit deck. Maintenance is being conducted to ensure safety.
* We put a bamboo fence along in the Nursery garden for aesthetic and privacy.

**Grants officer report:**

* Nothing to report.

**Public Officer’s report:**

* Nothing to report.

**Other business:**

* Committee dinner booked for 20th. Apology from Adrian.
* ACTION: Vicki to update the names of the business account to include Neil and Suzie making the four names on the account, Vicki, Suzie, Neil and Chintha.
* Noted that Fundraising account has 9K in it. Funds are used for replacing tent, etc.
* Minor changes to minutes and agenda to ensure coherence, starting from next committee meeting. Meeting to start with introductions of new members and actions from last meeting.
* Next meeting is on 9th May 2023.