

Heritage Committee Meeting

13 June 2023

Present in-person: Suzie, Ksenia, Neil, Penny, Katie, Eranga

Present online: Katherine Carroll, Susan, Ryan, Claire

Apologies: Rohan, Karen, Vienna, Dan, Vicki

Minutes:

- May 2023 – approved.

Policy:

- This week, Travel policy has been released on Google Classroom platform for review.
- Covid-19 policy and Child safe-environment policies accepted.
- Process clarified by Suzie: Julia uploads updated versions of policies on Google classroom and email notification is sent.
- **ACTION:** Katie to ensure that all committee members are receiving emails.
- **ACTION:** Katie to send Neil the risk framework/risk assessment

Director's report:

- Katie presented the Director's report. Eranga joined the meeting as Kirsty on leave.
- Lease document with the ANU is now signed and action completed. Document was sent back to ANU. Lawyer was hired at the cost of \$250 (cheaper quote in comparison to others received).
- Garden centre building/environmental centre building: no removal date notification received. All power lines are still connected and no further update.
- Renovations to centre: No word from ANU on priority list for centres. Temporary Building is being constructed in the carpark and will probably be ready for occupancy end of the year. No update from ANU at this stage.
- Illnesses: July and August are often worst months at the childcare with regards to illnesses. Currently monitoring any illnesses. No outbreaks noted. Risk management include having good communication with the families about policies, etc. and reminders with educators about masks in the office to protect educators. A couple of tricky conversations were required but aim is to continue these conversations with families for protection of children and staff.
- Newsletter email issue was checked out, and rectified. Now more members receive email. Information is disseminated through various sources. E.g., Educator training day is promoted in newsletter but also in daybook as well as on a poster at the main door.

Chair's report:

- Nothing to report.

Treasurer's report:

- Neil updated on investment options and email action is in progress.
- Noted that financial statements were sent around prior to meeting.
- To note that we made a loss of \$82K. Normally in May we would have had 5 payments from Gov subsidies, but we only received 4 so we're playing catch-up. Workers Comp bill added to that.
- Since it is middle of the year, now we're at a point where we should be breaking even. Just need to ensure that the forecast is looking on track.
- In terms of other quick updates:
 - Changes to subsidies in new Budget that impacts parents needs to be considered.
 - Tabled for future discussion is pay rise forecast from July that is based on old assumptions. Need to review reasonable pay rise.
 - We may incur loss if pay rise exceeds expected but we have the cash reserves to sustain any losses this year.
 - Neil enquired what the timings are when we discuss pay rise with staff. Katie noted that conversations start in early-July.
- **ACTION:** Discussion around staff pay rise to be had in July meeting.
- Regarding investing cash reserves:
 - Catherine mentioned green investments to be considered:
 - Bank of Australia has an option for ethical investment in a 6-month term deposit.
 - Some big banks (AMP) where we can do business saver where return is not high but more accessible.
 - Neil suggested that he will review cash reserves amount for decision on investment.
 - Ksenia suggested splitting between two or more options that was agreed as a suitable option to consider.
 - Neil noted that in December we may need to pay for the bus and hence need some cash reserves to be kept aside.

Capital Planning:

- Nothing to report.

Staff Representative's report:

- We've had a job advertised for an educator for the toddler room. Appropriate candidate identified who is due to start on Thursday. We want a person who fits well with the team.
- Some casuals are still around, covering some leave at the centre – planned and unplanned, emergency leave.
- Program is running smoothly around the centre.
- Teams will be doing parent-teacher interviews around end-July.

WHS report:

- Monitoring some previous injuries with educators.
- Reminding educators to look after themselves – especially back and how they're using their bodies because Winter may aggravate strains.
- May do a refresher about 'lifting objects' in the next staff meeting.
- Fence in big garden is due for replacement. Quote from ANU is being approved. So perhaps ANU will be paying for this. We will receive a date for reinstallation shortly.

Grants officer report:

- Nothing to report.
- Neil noted that there is a grant for 2 days of staff education training that was shared with him externally.
- **ACTION:** Neil to share grant connect number with Katherine Carroll

Public Officer's report:

- Nothing to report.

Other business:

- Next meeting is on 11 July 2023.