**Heritage Committee Meeting**

**21 March 2023**

**Present in-person**: Suzie (Chair), Ksenia, Ryan, Penny, Katie, Vicki, Karen

**Present online**: Vienna, Neil

**Apologies:** Katherine Carol, Rohan, Dan, Claire

**Minutes**:

* November 2022 and December 2022 – approved.

**Policy:**

* Acceptance and Refusal of Authorisations policy - Vicki noted that the policy was as per regulations. Policy is approved - any proposed amendments to be sent through to Vicki.
* Vicki to send reminder for any pending approvals on policies that were discussed in previous meetings.
* Katie to set up Teams site for Policy approvals.

**Director’s report**:

* Katie reported that a surprise audit from Childrens’ Services took place recently. The last one took place six years ago. It was noted that Heritage was functioning satisfactorily, and a few minor recommendations were made. More information on the Regular outings and excursions forms was requested – to add details on ratios and anticipated numbers. Also, a crack on the softwall area in the big playground was highlighted as part of the routine check, which management is aware of. A plan of action has been submitted to show that action on the noted items is being taken.
* A liaison meeting regarding building works for ANU took place recently, and work has been pushed back by 6 weeks because of some excavation work in the vicinity.
* The Environmental centre has been given definite dates to move. They will leave the garden beds functioning and won’t have the resources to maintain it. Heritage management wishes to take over and let the community continue to use them and maintain them.
* Vicki and Katie have been working with ANU to rectify salary-sacrifice issues for the Heritage families partaking in the scheme. There have been several instances of some mistakes and the ANU team have reported that they are working on solving the issues. Suzie offered assistance to help Katie resolve this with the ANU team.

**Chair’s report:**

* Nothing to report.

**Treasurer’s report:**

* Nothing to report as finances for Feb month-end has not been received. At the AGM, the annual financial statements were reported.
* Katie to send the financial reports to Neil which are to be reported in the next Committee meeting.

**Staff Representative’s report:**

* New families have settled well into the centre – all settlements are now complete.
* The parent-teacher interviews took place smoothly for the Pre-school and Toddler rooms.
* Some educators have applied for holiday leave in the upcoming months.
* Heritage is limiting relief educators and starting to continue as per usual with most of the staff and working well in teams, and as a centre.

**WHS report:**

* The crack in the softwall is under investigation and solutions are being considered.

**Public Officer’s report:**

* Nothing to report.
* Vicki clarified the responsibilities of the role.

**Other business:**

* Noted in the meeting that there is a separate fundraising account where the bookkeeper as the second signatory. The funds in the account are to be used to purchase wet-weather gear, etc. Marg (former bookkeeper) has passed away. Her death certificate is required by the bank to update the details. It was noted that details of the second signatory will be updated to the current bookkeeper Chintha Polgolla, so that there is a separation with the business account.
* Awaiting delivery of the new bus to take place in the second half of 2023.
* Dinner to be tentatively held on Thursday 30th March, at the Inn. Katie to send invites to former and current committee members.
* Next meeting is on 11th April 2023.