

Heritage Committee Meeting

9 May 2023

Present in-person: Ksenia, Rohan (Chair), Neil, Penny, Katie, Kirsty, Ryan

Present online: Katherine Carroll, Karen

Apologies: Susan, Vienna, Claire, Dan, Suzie, Vicki

Minutes:

- April 2023 – approved.

Policy:

- Google Classroom link for Policy approvals received by Committee members.
- Changes to Dangerous products and Privacy policies have been made.
- **ACTION:** Committee to review and provide feedback/approve.
- Child safe-environment policy and Covid-19 policy to be reviewed next time.

Director's report:

- Katie presented the Director's report.
- Lease agreement with ANU
 - Regarding getting a lawyer to review and advise on this, Katie and Rohan are working with UPCCC to find options, and if possible, share the legal fees. After receiving quotes, decision will be made to choose the best cheapest option.
 - Noting that, with every additional legal entity added on to each contract (as a tenant), fee increases. Awaiting response from Legal aid as well.
 - Although deadline for this has passed, ANU was updated that Heritage is in the process of finalising lawyer.
 - In the past, Heritage parents have volunteered to help with such legal matters. This is no longer an option.
- Environmental centre was meant to be removed in April but was delayed. No further update.
- Thrive kitchen garden is continuing; volunteers are allowed to use our restroom facilities as an extension of our relationship with Thrive.
- School photos are now available for families. Email will be circulated soon.
- There was a blackout on 8th May, due to a tree falling on the lines. Leaders team assessed safety in the building including refrigeration, hot water availability, etc. Safely lights outside the building were still on for the duration of the blackout (2.5-3 hours).
 - ANU staff had to come in to reflip the switchboard, no longer an issue.

- Staff encouraged to take flu vaccinations. Dr. Andy – ex committee members to come in to administer flu shot on one arm and COVID vax on the other arm on a Friday afternoon. Free for centre and hoping for good staff uptake.
- No update on bus.
- Vicki is on holiday. Some educators have arranged leave, few emergency leave applications noted. Thus, spending on casuals is a bit higher than normal but teams are working well.
- Newsletter went out since last committee meeting, with a mention about illness and protocol.
- Regarding major repair works and creation of temporary centre, this has been delayed. Although liaison meeting with ANU hasn't taken place, email was received updating us that the priority list may get changed.
- We have a few spots in nursery since some children have moved up to the Toddler room. These positions will be filled in the next couple of weeks. We have a few prospective members on the waitlist.

Chair's report:

- Nothing to report.

Treasurer's report:

- Monthly update on the finances to be paused since there is a timing issue and monthly update does not provide an accurate picture. There is a \$2000 loss since we are still in the first half of the year and nursery children are still coming in.
- Having reviewed the balance sheet, Neil noted that we have a lot of money sitting in cash (\$300K). We can invest this in a safe option with a bank that offers term deposits (approximately 4.5% interest rate). Important consideration is how much cash does Heritage feel comfortable investing and how much do we need in hand for operations and any unforeseen issues to cover income for 1-2 months.
- The interest generated may be used to reduce childcare fees, earmarked for staff development, or used for special projects.
- **ACTION:** Neil to circulate email with investment options, quotes from banks, etc. for review by committee.

Capital Planning:

- Nothing to report.

Staff Representative's report:

- In August, 3 educators will participate in the circle of security (COS) program in a teacher-training type course, to pass on the knowledge of the course to Heritage families.

- Educator training day is booked and finalised. Families will be told in the newsletter. It will be held in Canberra, conducted by Louise Porter, and Heritage staff will be joined by staff from other centres (Acton, UPCCC and Cubby House).
- One educator put in their resignation, for personal reasons. We have someone new starting as a casual at the end of the week to have a trial.
- Seek advertisement will be running for a full-time position. It has been successful in the past for casual recruitment.
- It was noted that the labour market for good childcare staff is tight.

WHS report:

- The deck in the nursery was repaired just before Vicki/Scotty went on holiday. It has been fixed now and looks great.
- Bamboo fence along pre-school garden was leaning a little bit and reported to ANU. Although they have reinforced it from the back, making it safe for the moment, they will be coming in to replace the fence in the future which we may get charged for.
- A few educator injuries that have happened at home were noted. Katie is monitoring them and supporting educators involved.
- Emergency services came in the centre on 8th May for an educator that had a health condition requiring medical assistance. First aid had to be administered and ambulance was called. Educator is fine now, they are resting. They have the clear to come back to work this week, and Heritage will support them in whatever way possible.

Grants officer report:

- Nothing to report.

Public Officer's report:

- Nothing to report.

Other business:

- **ACTION:** A reminder to submit WWVP card or PA02 paperwork.
- Next meeting is on 13th June 2023.