**Heritage Early Childhood Centre Management Committee Incorporated**

**Minutes of Meeting 5pm 13 August 2019**

**Present:** Bec Doolan, Anna Kabaila, Danielle Venn, Vicki McDonald, Adrian Plumb, Emily Hurley, Katie Pickering

**Apologies:** Katherine Carroll, Stevie Wright, Brendan Taylor, Fleur de Crespigny

**Approval of Minutes:** Minutes from July meeting forthcoming.

**Approval of Policies**:

Updates on policies will be sent out by email.

**Director's report:**

ANU Liaison meeting coming up, with discussion of details of future leases. Current lease is for 12 months. ANU Masterplan doesn’t appear to have development planned for area around Heritage in near future.

Several committee members need to fill out PA2 forms and return to Vicki.

Have been working on risk assessments for activities with children such as lighting fires, excursions, etc. This will feed into updating the excursion policy in future.

A very successful educator development day was held with Sandy Phoenix and then the next day with both Sandy and Louise Porter, helping staff to understand needs of different children and their personalities. Some details will be sent out in the newsletter.

**Workplace health and safety:**

Have found someone to do some handyman jobs around the centre.

One staff member currently on worker’s compensation but will soon be back to full duties. Pilates classes have been held and staff have commented on how it has made them feel much better. There have been no further reported staff injuries since starting pilates classes.

**President's report:**

We may want to canvas whether there is a better time to hold meetings as there have been some months where attendance at meetings has been very low.

**Treasurer's report:**

Budget looks in good position. Costs look particularly favourable for year-to-date on staffing costs compared with budget. Will need to start preparing next year’s budget soon.

**Public officer:** No report

**Grants officer:** No report

**HR matters:** No report

**Staff representative:**

Staff have been busy preparing developmental summaries and doing parent-teacher interviews.

Introductions to new staff members will go out in the next newsletter and displayed in rooms.

A few staff on holidays or sick at the moment with relief staff fitting in very well.

We have acquired some new books and resources for the library, with a focus on Aboriginal and Torres Strait Islander resources plus books about gender identity. Several resources are fair trade with royalties going back to artists.

**Fundraising:** Have registered for mangoes, details to be sent out soon.

**Social and Cultural**: No report

**Matters arising**: Anna raised the issue of how we look after pets at Heritage. There are currently two birds in the nursery and CJ the lizards in the preschool room. There is a pets policy, but Anna suggested that this needs updating. She also suggested that some simple changes could be made to how staff and children look after our existing pets which would greatly improve their welfare. Anna has volunteered to help staff with this, and to provide further advice on updating the pets policy.

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