



Heritage Early Childhood Centre Management Committee May 2024

The monthly meeting of the Heritage Early Childhood Centre Management Committee will be held at 5.00pm on second Tuesday of the month, in person and via Zoom (<https://anu.zoom.us/j/84718598372?pwd=K3RYdGx2YUhyN3BHQmVwclNsODZtdz09>).

Item 1: Acknowledgement of Country

“We acknowledge and celebrate the First Australians on whose traditional lands we meet and pay our respect to the elders past and present.”¹

Item 2: Introductions, apologies, and announcements.

Ksenia thanks everyone for joining and does Acknowledgment of Country. Introductions were done within the group. Apologies from Katherine and Penny.

Item 3: Approval of minutes

Vicki has approved minutes with a note that changes are needed to meeting date.

Item 4: Actions from previous meeting

- Action Item to investigate the “No Entry Sign” to get into the upper car park
- WWVP checks for committee members – almost up to date with these from all committee members

Item 5: Director’s report

- Celebrated that Heritage was asked to present our RAP at the National Reconciliation Symposium due to the high standard of the Plan. A huge step for Katie and a massive highlight for Vicki. Solidifies that Heritage is at a top tier standard for Reconciliation.
- The building at the top of Heritage is still uncertain; there has been no word about what will be happening with this building from ANU as of yet. Hoping to hear from them soon.
- A new staff has started in the preschool room and will move into the toddler room. She held a Team Leader position in her last employment but is happy to work as an education assistant to be able to join the Heritage Team. Another new staff member is due to start in June. This will assist with the spread of educators and will help when educators need to take leave etc.

Item 6: Chairperson’s report

Nothing to report.

Item 7: Treasurer’s report

- Had a quick look at financials and are behind schedule of where we would like to be. Expecting a loss at the start as normal and we are still at a loss this month -\$11500 loss YTD.
- Due to things like auditor’s fee, insurance etc. and we are unfortunately further behind than we would like to be.
- There will need to be a closer look at finances etc. in June. The Three-year-old Preschool Government changes are also taking an initial hit that will hopefully be resolved once the government payments come through.
- Need to start making a profit on a monthly basis going forward.
- Ksenia raised the term deposit that is in savings that could be invested if needed.
- Looking into ethical banks – further research is needed.
- Set some dates around investments and a list of banks.



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Item 8: Policy Items

- Julie walked the committee through the compliance and regulation review of policies and procedures. She used the Emergency and Evacuation Procedures and highlighted the key areas and terms as an example of Heritage policies.
- Summary of the policy review process and the checks Julie must go through to make sure we are compliant. The processes she then has to go through to make sure that policies are communicated to the community so that they can then be approved.
- There is a summary of key responsibility to assist with understanding the lengthy content in the policies.
- The review cycle is every three years. ACECQA can come in and do an audit of the policies and procedures to make sure they are up to standard.

Comments from Committee around policies that have gone out for approval for this Committee Meeting.

- Asking if there are any questions around the policies provided in preparation for the Committee Meeting.
- There is a new form attached to the enrolment form for both parents/guardians to sign to say that they agree to the Heritage code of conduct.
- When the new Code of Ethics is passed, this will go out to families so that we can get signatures from both parents/guardians.
- Do the committee themselves need to sign the code of ethics as committee members, Julie will make a separate for committee members to sign.
- Code of conduct/ethics will need slight updating to reflect the above changes.
- **The Responsible Person in Charge Policy and Procedures has been approved.**

Item 9: Staff Representative's Report

- Training for educators recently – Child Space
- Reconciliation related courses
- Arboretum tour was attended by some educators and has made connections that can be built with the community.
- Educators are undergoing some training tonight – Rainbow Families course for the educators to learn from.
- Updates to the blog.

Item 10: WHS Report

- Unexpected help from ANU and they are responding to requests fast. Fire exit is now fixed.
- Drains and doorhandles are fixed and repaired.



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- Maintenance repairs are occurring fast.

Item 11: Grants Officer's Report

- T-Shirt and Jumper fundraiser order is about to be submitted.
- Family day was a great success.

Item 12: Public Officer's Report

Nothing to report.

Item 13: Other Business

Nothing raised.

Next meeting: The next meeting will be held at 5.00pm on second Tuesday of following month (11/06/2024).

Action Items:

- Investigate ethical banking options.
- Suggest dates for the above
- Julie will create a separate form for a code of conduct specifically for committee members to sign.