



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – June 2022

The June 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 14 June 2022, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn (via Zoom), Ryan Bartley (via Zoom), Neil Dawson, Penny Grewal-Sidhu (via Zoom), Karen Ikin, Vicki McDonald, Felicity Parkin (via Zoom), Katie Pickering, Adrian Plumb, and Nan Zhu (via Zoom).

Item 1: Apologies and announcements

There were no apologies received.

Item 2: Approval of Minutes

The Committee:

1. Deferred the approval of the minutes of the May 2022 HECC management committee meeting to the July 2022 meeting; and
2. Approved the minutes of the HECC 2022 Annual General Meeting.

Item 3: Policy items

The Committee:

- Agreed to defer the discussion and approval of the Policy Development and Review Policy to the July 2022 meeting;
- Discussed the need to have an annual forward plan for the committee meetings, which could include the policy documents expected to be approved at each of the meetings for the current year;
- Discussed the need to seek legal advice on whether the current COVID-19 vaccination policy could remain in place.

Item 4: Director's report

The Director provided updates under other items in the agenda.

Item 5: Workplace health and safety report

The Committee discussed that:

- the issue of brown water coming out of the taps in the morning continued, that the water had been tested, and that HECC had purchased bottles of water for staff to use each morning until the brown water cleared;
- the refurbishment of the ANU childcare centres:
 - had been delayed slightly, due to the involvement of people looking at the heritage aspect of the buildings;
 - would hopefully be completed before HECC went through its next accreditation round, however if not, HECC would have a discussion with the accrediting body

about the situation, noting that the accrediting body would need to approve any alternative accommodation before HECC moved in.

- HECC had previously decided not to undertake any work in the gardens due to the refurbishment of the centre, however given the delays with the refurbishment it would like to go ahead and put some grass/turf in the nursery area.

Item 6: Chairperson's report

No report was received for this item.

Item 7: Treasurer's report

The Treasurer reported that:

- The financial reports provided to the Committee indicated HECC had a profit of approximately \$24,000 for the month, however this could have been due to the timing of things such as the payment of the Child Care Subsidy (CCS), given the previous month had a loss;
- It would be helpful to also receive the year to date (YTD) financial details;
- There was currently no concern about an unexpected loss at the end of the year.

Item 8: Public officer

No report was received for this item.

Item 9: Grants officer

No report was received for this item.

Item 10: Staff representative report

The Committee noted that:

- There were a high number of staff applying for leave over the next few months given they could now be more confident of the plans going ahead;
- There was a staff member going on parental leave shortly, for a six month period;
- Due to the loss of a couple of regular casuals, HECC had recently advertised for more casuals;
- The staff training day was scheduled for Friday 15 July;
- Staff morale was current good;
- There had been a couple of (unknowingly) COVID positive children in attendance at the centre in recent weeks, however there had been no other confirmed cases resulting from exposure at the centre;
- Due to insufficient places in the Preschool room, HECC was looking to provide a more structured program to the older children in the Toddler Room, similar to that of a junior preschool room;
- There had recently been an increase in enquiries about places at HECC, as well as families signing up to currently available places, with 10 places (four children) having been signed up in the previous week.

Item 11: Fundraising/Social and Cultural Report

No report was received for this item.

Item 12: Other Business*Working with Vulnerable People (WWVP) cards*

New Committee members were asked to provide the Director with a copy of their WWVP card, as were the Committee members who had recently received an updated card with a new expiry date.

The meeting adjourned at 5.48pm. The next Committee meeting will be held on Tuesday 12 July 2022.