



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – April 2022

The April 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 12 April 2022, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn (via Zoom), Julia Charters (via Zoom), Karen Ikin (via Zoom), Vicki McDonald, Susan O'Reilly, Katie Pickering (via Zoom), and Nan Zhu (via Zoom).

Item 1: Apologies and announcements

Apologies were received from:

- Adrian Plumb

Item 2: Approval of Minutes

The Committee:

1. Approved the minutes of the February 2022 HECC management committee meeting; and
2. Approved the minutes of the March 2022 HECC management committee meeting, subject to the inclusion of the date for the annual general meeting.

Item 3: Policy items

Julia Charters gave a presentation to the committee in relation to HECC policy documents. In particular, the committee noted:

- The information included in the policy documents is based on government guidelines, including the format;
- The reason the documents are so long is that they follow the template provided by the government and they are very technical;
- A contents page and summary of key responsibilities section are included at the beginning of the policy documents to assist families and educators using the documents easily locate the relevant section; and
- The process for updating policy documents includes:
 - Reading the ACECQA guidelines and references in guidelines (e.g. ACT Health, NHMRC)
 - Locate the latest sample policies from early learning organisations such as CELA (member) and respected services such as the University of Melbourne ELC;
 - Pull the best practice information together and cross check it with what we currently do – line by line;
 - Consult with the Director HECC to adapt to HECC needs and specific ACT legislation
 - Ask educators and families for feedback.

The Committee discussed that it would be helpful to include the password to the members only section of the HECC website, where policy documents are kept, to allow them to easily access these documents.

The Committee thanked Julia for all her work on the policy documents over the years.

The Committee discussed the following in relation to the Curriculum and Program planning policy:

- Whether it was necessary to include three parent-educator interviews on the policy given summaries are issued only twice a year, however decided it was beneficial to keep the reference to three interviews;
- That it would be good to include information in the 'Documentation' section of the policy about how personal information will be stored securely to ensure privacy is maintained appropriately.

Item 4: Director's report

The Director reported that:

- the process to fill places in the centre was going well, and that it was expected the places would be filled by June;
- staffing wise the centre was going well, particularly in comparison to other centres who have had to close rooms as a result of not being able to recruit and retain staff;
- HECC currently had a waiver for the requirement to have an early childhood teacher in the preschool room, however had recently interviewed someone for this position;
- the staff training day was coming soon;
- the work to revamp childcare centres on campus was due to commence in October 2022, with UPCCC going first and HECC following in approximately March/April next year.

Item 5: Workplace health and safety report

No report was received for this item.

Item 6: Chairperson's report

No report was received for this item.

Item 7: Treasurer's report

The Committee discussed that there had been a loss in the current month, which was possibly due to having three pay periods during the month and the timing of the Child Care Subsidy payments, however given the number of places currently filled, and that places would continue to be filled over the coming months, there was nothing to be concerned with at this time.

Item 8: Public officer

No report was received for this item.

Item 9: Grants officer

The Committee noted HECC was intending on submitting an application to the grant round that [Nature Play CBR](#) currently had open.

Item 10: Staff representative report

The Committee noted that a venue had been booked for the staff training day, and HECC was looking at booking two educators to run sessions on the day.

Item 11: Fundraising/Social and Cultural Report

No report was received for this item.

Item 12: Other Business

The Committee noted that the Annual General Meeting (AGM) would be held on 26 April 2022.

The meeting adjourned at 6.05pm. The next Committee meeting will be held on Tuesday 10 May 2022.