



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – August 2021

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The August 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 10 August 2021, in person.

### **Present**

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Karen Ikin, Vicki McDonald, Susan O'Reilly, Katie Pickering, Adrian Plumb, Sophie Swan, Brendon Taylor, and Nan Zhu

### **Item 1: Apologies and announcements**

There were no apologies received.

### **Item 2: Approval of Minutes**

The minutes of the July 2021 HECC Management Committee meeting were approved.

### **Item 3: Policy items**

Committee members were asked to review the Behaviour Guidance Policy, and the Pets and Animals Policy and provide feedback to Julia prior to the September committee meeting on 14 September. It was agreed that members would each review and provide feedback on one of these policies, with members nominating at the meeting which one they would review.

The Committee agreed that it would be helpful to setup a Microsoft Teams site for the HECC Management Committee. Policy documents under review could then be added to the site, allowing members to provide feedback directly on the policy documents, either through comments or track changes. This would also allow all committee members to view the revisions suggested by committee members.

#### *Action items:*

- *Vicki to speak with Julia about creating a Microsoft Teams site for the HECC Management Committee, and adding the Behaviour Guidance Policy, and the Pets and Animals Policy to allow committee members to provide feedback directly.*
- *Committee members to provide feedback on the Behaviour Guidance Policy, and the Pets and Animals Policy prior to the September committee meeting on 14 September.*

### **Item 4: Director's report**

The Director reported the following:

- There had been a number of movement staffing wise throughout 2021, however the teams were now more settled;
- The incident reported at the June 2021 meeting was still in the processes of being resolved;
- Work had been undertaken to prepare a proposal for acquiring a bus for HECC, including, amongst other things, considerations around staff training for driving the bus.

The Committee noted its thanks to Susan O'Reilly for drafting wording for notifying parents of the incident that had occurred at HECC in June.

#### **Item 5: Workplace health and safety report**

The Committee noted the following:

- There had been a number of blocked drains throughout the centre, however ANU had been very responsive at fixing these;
- The possums had disappeared for the moment;
- The five chickens at the Environment centre had been taken, possibly by a fox;
- That this was the second time chickens had been taken, and as a result the chook cage would need to be fixed before any more chickens were purchased.

The committee discussed the possibility of HECC hatching chickens again, using a provider that supplies all the equipment.

#### **Item 6: Chairperson's report**

No report was received for this item.

#### **Item 7: Treasurer's report**

The Committee discussed:

- There was a \$21,000 (approx.) profit in July, as a result of higher than budgeted revenue, and lower than budgeted expenses;
- It would be more helpful to receive a report on the YTD budget against the YTD actuals;
- It would be helpful to receive the financial statements at least three days prior to the committee meeting, to allow time for proper analysis;
- Given the substantial amount of funds in the capital account, HECC would be asked to prepare, and circulate to the committee prior to the September meeting, a list of potential projects for consideration;
- At the September meeting the Committee would prioritise the projects, for HECC to further scope the highest ranked projects;
- At the October meeting the Committee would consider, and where appropriate, approve a list of projects to be implemented over a 12-month period.

#### *Action items:*

- *Vicki to ask MCN Accounting if they can provide the financial statement at least 3 days prior to the HECC Committee meeting;*
- *Emily to provide a template to Vicki to assist with preparing a list of potential projects for consideration;*
- *Vicki to prepare, and circulate to the committee prior to the September meeting, a list of potential projects for consideration;*

#### **Item 8: Public officer**

No report was received for this item.

**Item 9: Grants officer**

The committee noted the current [seeding grants open for application](#), offered by the ACT Children's Week Committee to assist in organising a Children's Week-related activity.

**Item 10: Staff representative report**

The staff representative advised:

- a new educator had commenced last week in the Toddler Room, and had been going really well;
- educational summaries would be sent out to families in the next couple of weeks.

**Item 11: Fundraising/Social and Cultural Report**

No report was received for this item.

**Item 12: Other Business**

The Committee discussed whether there needed to be COVID-19 leave provided to staff, however HECC advised that they had been lenient with personal leave given the current situation with COVID-19, so no further leave was required at this stage.

**The meeting adjourned at 5.59 pm. The next Committee meeting will be held on Tuesday 14 September 2021.**