



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – August 2021 additional meeting

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The August 2021 additional meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 24 August 2021, via Zoom.

### **Present**

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Karen Ikin, Vicki McDonald, 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**

This item was not discussed.

### **Item 3: Director's Report**

This item was not discussed.

### **Item 4: Lockdown Arrangements**

The Committee discussed at length the proposal to reduce, or waive, the gap fee charged by HECC.

In particular, the Committee discussed that:

- Other childcare centres had announced that they were either reducing, or waiving, the gap fee paid by parents, and that questions had been asked of Committee members whether HECC would also be doing this;
- HECC needed to look at doing something similar, particularly to support families where jobs had been lost;
- Currently HECC income was made up of approximately 45 per cent government Child Care Subsidy (CCS) payments and 55 per cent from gap fee payments from parents;
- If HECC waived the gap fee entirely, the government COVID-19 Disaster Payment could be claimed, which would cover 25 per cent of HECC's overall revenue (approximately \$4250 a week);
- As the eligibility criteria for the government COVID-19 Disaster Payment was not yet available, HECC's eligibility for this payment was still to be confirmed, however one key element was that there had to be a 50 per cent drop in children attending the centre and HECC currently had a 100 per cent drop in children attending;
- Some staff had agreed to reduce their hours, which would make them eligible for government assistance;

- No children had dropped out of the HECC yet, however if they did so, HECC would need to repay to the government the CCS for the entire period since the child last attended;
- As HECC had good reserves, it could afford to carry a loss of revenue for a period in order to support parents, particularly those who had contributed to those reserves.

While the Committee had received some financial modelling for a number of scenarios prior to the meeting (including full waiver of the gap fee and partial waiver of the gap fee), the Committee was not able to accurately determine the financial loss to HECC as a result of these different scenarios. The Committee agreed that, subject to final confirmation of the financial loss to HECC, the gap fee would be completely waived until the end of the current lockdown on 2 September 2021. Should the lockdown be extended, the decision would be reconsidered.

#### **Item 5: Other Business**

There was no other business raised.

**The meeting adjourned at 6:25pm. The next Committee meeting will be held on Tuesday 14 September 2021.**