



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – August 2022

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The August 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 9 August 2022, in person and via Zoom.

### **Present**

Vicki McDonald (Chair), Suzie Alcorn (via Zoom), Ryan Bartley (via Zoom), Rohan Dayal, Felicity Parkin (via Zoom), Katie Pickering, Adrian Plumb (via Zoom), and Nan Zhu (Via Zoom).

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

Apologies were received from:

- Fleur de Crespigny
- Penny Grewal-Sidhu
- Karen Ikin
- Susan O'Reilly

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

The Committee deferred the approval of the minutes of the July 2022 HECC Management Committee meeting to the September 2022 meeting.

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

The Committee discussed:

- The plan to send out one policy document a month for review, through to December 2022;
- That new policy documents would be in alignment with the new Child Services policies, which have recently been updated.

### **Item 4: Committee forward plan - update**

The Committee discussed that the forward plan would be helpful for members, to ensure everyone has a clear picture of what is expected throughout the year.

The Committee noted that a draft plan had been circulated to members of the sub-committee seeking feedback.

### **Item 5: Director's report**

The Director reported:

- There had been a lot of sickness (including COVID) throughout the centre in the last month;
- Due to the amount of staff sickness, the education summaries for children had been delayed, however they would hopefully be sent out in the coming weeks;

- Parent-teacher interviews had commenced in the Nursery Room, and would follow in the Toddler and Preschool rooms soon;
- Early Childhood Australia (ECA) would be visiting HECC shortly to take photos in the centre, and talk to the educators about the programs being run in the centre;
- ECA had visited HECC before, but were returning as they were so impressed by the centre; and
- The staff professional development day was great, and HECC was seeing a flow on from the learning on the day into the programs at the centre.

The Committee noted that a letter had been issued in response to the matter discussed at the July 2022 meeting, and that as yet no response had been received. In future, similar matters will be brought to the Committee much earlier.

#### **Item 6: Workplace health and safety report**

The Committee discussed that as a result of all the recent rain there had been several leaks through HECC, mainly in the Toddler Room. The new carpet in the hallway got wet, however was able to be dried quickly. A request was going to be submitted to ANU for gutter guards to stop water backing up and then overflowing into the building during heavy rain.

It was noted that the refurbishment of the ANU daycare centres was still going ahead, with the approval of the demountable buildings in the final stages. UPCCC was still scheduled to be the first centre refurbished.

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

No report was received for this item.

#### **Item 8: Treasurer's report**

The Committee received an update on places in the centre:

- There was one place available on a Wednesday in the Toddler Room, however this was not going to be filled due to the current needs of the room; and
- There were five places available on a Friday in the Preschool Room.

The Committee noted the following update from the Treasurer:

- The financial results to the end of July were a profit of just over \$7,000, which is in line with the aim of a budget neutral position;
- While there had been more vacancies than expected in the first half of the year, this had been balanced out by lower staffing levels;
- Contact had been made with the accountants to review the information provided to the Treasurer each month, to ensure enough information was received in order to provide an analysis to the committee.

#### **Item 9: Public officer**

No report was received for this item.

#### **Item 10: Grants officer**

No report was received for this item.

**Item 11: Staff representative report**

The Committee noted that HECC has welcomed a new educator into the nursery team in the past month, who was going well.

**Item 12: Fundraising/Social and Cultural Report**

No report was received for this item.

**Item 13: Other Business**Purchase of a bus

The Committee discussed the desire of HECC to purchase a bus using the available capital funds, and that if the proposal was to go ahead in the future, what risk management and safety controls would be put in place to avoid children being left on the bus, as this would be important in reassuring parents. HECC described the strong and robust controls already in place, which were used when the bus is borrowed from the 'Cubby House on Campus' childcare centre.

**The meeting adjourned at 5.40pm. The next Committee meeting will be held on Tuesday 13 September 2022.**