



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – August 2023

The August 2023 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 8 August 2023, in person and via Zoom.

Present

Suzie Alcorn (Chair), Vienna Conliffe (via Zoom), Neil Dawson, Rohan Dayal, Ksenia Gnevshva, Karen Ikin, Vicki McDonald, and Katie (via Zoom).

Item 1: Acknowledgement of Country

“We acknowledge and celebrate the First Australians on whose traditional lands we meet and pay our respect to the elders past and present.”

Item 2: Apologies and announcements

Apologies were received from Penny Grewal-Sidhu.

Item 3: Approval of Minutes

The Committee approved the minutes of the July 2023 HECC Management Committee meeting.

Item 4: Director's report

The following report was provided to the Committee:

- HECC had commenced a review of the student summary process to reduce staff workload and the amount of time staff spend off the floor during the period the summaries are being prepared;
- A complaint had been received from a parent in relation to the recently released student summaries, the complaint being that the author of the summary was not listed on the document. As a result of the complaint, the student summary in question had been updated to include the author's name, along with the name of the room leader.

Item 5: Chairperson's report

No report was received for this item.

Item 6: Treasurer's report

The Committee noted that:

- HECC was still currently running at a loss for the year, mainly due to a significant increase in staff wages; and
- HECC may need to look at a larger than normal increase in the daily fee from next year, given the centre was running at full capacity and still making a loss.

Item 7: Policy items

There were no policy items for review and/or approval.

Item 8: Staff representative report

The following report was provided to the Committee:

- A staff member had recently left HECC to move to another centre;
- All staff seemed happy and well supported at the current time;
- There had been a number of staff off sick with COVID recently; and

In relation to the recent media reports about the alleged paedophile childcare worker who had been charged with offences against children at child care centres in Brisbane, Sydney and overseas, the Committee was reassured that all HECC staff hold current WWVP registration, no staff carry their phone on them in the centre, and HECC was proactively reviewing its policies in relation to reporting of inappropriate behaviour.

Item 9: Workplace health and safety report

No item was received for this item.

Item 10: Grants officer

No report was received for this item.

Item 11: Public officer

No report was received for this item.

Item 12: Other Business

There were no items of other business

The meeting adjourned at 5.40pm. The next Committee meeting will be held on Tuesday 12 September 2023.