



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – February 2022

The February 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 8 February 2022, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn, Karen Ikin, Susan O'Reilly (via Zoom), Katie Pickering, Adrian Plumb, Brendon Taylor (via Zoom) and Nan Zhu (via Zoom)

Item 1: Apologies and announcements

Apologies were received from:

- Emily Hurley
- Vicki McDonald

Item 2: Approval of Minutes

The Committee approved the minutes of the December 2021 HECC Management Committee meeting.

Item 3: Policy items

This item was not discussed.

Item 4: Director's report

It was reported that:

- Vicki was currently away, and would likely be away for another four weeks;
- the process to fill places in the centre was going well, and that it was expected the majority of places would be filled by April/May which was normal;
- The new families who had commenced were settling in well;
- Air purifiers had been placed in all rooms, including the cot rooms;
- There were lots of masks being made available to staff, and everyone had been wearing a mask as required;
- The 'meet your educator' session scheduled for earlier in the week had been cancelled due to the weather.

Item 5: Workplace health and safety report

The Committee discussed that:

- A concern had been raised by a parent regarding the tyres outside the big garden (related to the chemicals in the tyres), and HECC was working through the concern (noting that it was a concern and not a risk);
- The deck in the big garden had recently been removed as it was unsafe, and the area would be filled with tan bark for the time being;
- The ongoing issue with the staff toilet had been fixed by ANU.

Item 6: Chairperson's report

The Chairperson discussed the need to find an improved way of recruiting new committee members in the lead up to the Annual General Meeting. The Committee discussed a number of different ways to achieve this, and agreed that posters in the drop off/pick up area would be helpful.

Item 7: Treasurer's report

The Committee discussed that:

- On the basis of the unaudited 2021 financial statements it appeared HECC made a profit of \$51,000;
- There was a significant variance between the January 2022 income and what had been budgeted, and that this could have been impacted by a number of things such as the longer shutdown than usual, a quieter start to the year in terms of placement take up, however this would need to be monitored in the coming months.

Item 8: Public officer

No report was received for this item.

Item 9: Grants officer

No report was received for this item.

Item 10: Staff representative report

No report was received for this item.

Item 11: Fundraising/Social and Cultural Report

No report was received for this item.

Item 12: Other Business

The Committee noted there had been issues with sending emails via the heritage.committee@anu.edu.au email address, and it was agreed that the IT support area would look into the matter.

The meeting adjourned at 5.55pm. The next Committee meeting will be held on Tuesday 8 March 2022.