



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – July 2022

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The July 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 12 July 2022, in person and via Zoom.

### **Present**

Fleur de Crespigny (Chair) (via Zoom), Suzie Alcorn (via Zoom), Ryan Bartley (via Zoom), Neil Dawson, Rohan Dayal, Karen Ikin (via Zoom), Vicki McDonald, Susan O'Reilly, Katie Pickering, Adrian Plumb (via Zoom), and Nan Zhu (Via Zoom).

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

Apologies were received from:

- Penny Grewal-Sidhu
- Felicity Parkin

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

The Committee approved the minutes of the May 2022 and June 2022 HECC Management Committee meetings.

The Committee noted, in relation to the COVID vaccination policy of HECC, that legal advice had been sought, however a response had not yet been received. As a result, status quo would remain until such time that a response was received.

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

This item was not discussed.

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

The Committee agreed that a sub-committee would convene to draft the forward plan, which would then be put to the Committee for consideration.

Adrian, Fleur, Neil and Vicki agreed to be members of the sub-committee.

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

The Director reported that it had been a difficult month due to the amount of sickness in the centre, and a couple of incidents that had occurred. The incidents related to inappropriate and unacceptable behaviour from parents who had been called to collect unwell children from HECC. The behaviour of one parent resulted in HECC staff feeling bullied and intimidated, and they were left quite shaken.

The Committee noted that as a result of these incidents, Julia was reviewing the Non-compliance policy and complaints policy, and redrafting the enrolment form, to ensure the information about picking up unwell children was clear when parents signed up to HECC.

As a result of one of the incidents, a request was submitted to the Committee to waive the gap fee for a child for two days, given they were unable to attend HECC while unwell, and the parents would need to hire a babysitter. The Committee discussed the request at length, however decided that the circumstances presented to the Committee did not constitute an appropriate reason for waiving gap fees. As a result, the request was not approved.

The Committee noted their full support for the HECC staff, and agreed that Ryan, as the HECC Committee HR representative, would attend a HECC staff meeting to reassure the staff that they had the full support of the Committee.

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

No report was received for this item.

**Item 7: Chairperson's report**

The Committee noted that there had been discussion between the Chairperson and the HECC Director about the Enterprise Agreement, and that work on this was likely to commence in August.

**Item 8: Treasurer's report**

The Committee noted the following report from the Treasurer:

- As at the end of June 2022, HECC had a net loss of approximately \$13,000;
- That a full-year loss of approximately \$34,000 had been budgeted for, so this loss was expected; and
- While there had been more vacancies than expected in the first half of the year, this had been balanced out by lower staffing levels.

**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**

No report was received for this item.

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

No report was received for this item.

**Item 13: Other Business**

There were no items of other business.

**The meeting adjourned at 6.01pm. The next Committee meeting will be held on Tuesday 9 August 2022.**