



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – July 2023

The July 2023 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 18 July 2023, in person and via Zoom.

Present

Suzie Alcorn (Chair), Ryan Bartley (via Zoom), Rohan Dayal, Claire Foster (via Zoom), Karen Ikin, Vicki McDonald, and Katie Pickering,

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:

- Vienna Conliffe
- Katherine Carroll
- Ksenia Gnevshva
- Penny Grewal-Sidhu

Item 3: Approval of Minutes

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

Item 4: Actions from previous meeting

The Committee discussed the action items from the previous meeting.

Item 5: Director’s report

The following report was provided to the Committee:

- Vicki had returned following an extended period of leave and thanked the team for how well things had been managed during this period;
- Places in the centre were almost full, with no places currently remaining in the Nursery and Toddler Rooms, and only one place in the Preschool on alternate Wednesdays, however it was likely that this place would be filled in the near future;
- There had been a significant amount of work occur in the Thrive garden thanks to Roccio and a representative from Thrive Community Garden working on a plan. Raised garden beds, funded by HECC, were expected to be installed soon; and
- The next newsletter would be sent out within the next week.

Item 6: Chairperson’s report

No report was received for this item.

Item 7: Treasurer's report

This report was provided by the Treasurer by email following the meeting.

Item 8: Policy items

The Committee approved the updated Safe Transportation of Children on Excursions policy, subject to one minor revision that would be sent through to Julie.

Item 9: Staff representative report

The following report was provided to the Committee:

- Following a period of high use of casuals due to leave and illness, HECC had returned to normal staffing levels;
- HECC staff were preparing for parent/teacher interviews in each of the rooms;
- The staff educator day had gone well; and
- Work was progressing to implement the older persons program in all HECC rooms.

The Committee noted that the parenting session run by Dr Louise Porter on 13 July 2023 was not as well attended as had been expected, however this may have been impacted by the time of day the session was run. Resources from the session were available for parents.

Item 10: Workplace health and safety report

No report was received for this item.

Item 11: Grants officer

The Committee noted that there was a STEM related grant that HECC planned to apply for, for Science Week.

Item 12: Public officer

No report was received for this item.

Item 13: Fundraising/Social and Cultural Report

No report was received for this item.

Item 14: Other Business

Heritage Bank Account

The Committee approved for the following changes to be made to the Heritage bank accounts:

- Margaret Brown to be removed; and
- Chinth Fernando to be added.

2023 End of Year Closure Dates

The Committee noted that the 2023 end of year closure dates would be approved at the August 2023 meeting, however it was likely HECC would close from COB on either Thursday 21 December or Friday 22 December 2023 and reopen Monday 8 January 2024.

The meeting adjourned at 5.51pm. The next Committee meeting will be held on Tuesday 8 August 2023.