



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – June 2021

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The June 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 16 June 2021, in person.

### **Present**

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Karen Ikin, Vicki McDonald, Katie Pickering, Adrian Plumb, and Sophie Swan.

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

Apologies were received from:

- Brendon Taylor
- Nan Zhu

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

The Committee approved the:

- minutes of the May 2021 meeting; and
- revised minutes of the April 2021 meeting.

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

The Committee deferred the approval of the Creating Inclusion and Equity Policy until the July 2021 meeting.

### **Item 4: Director's report**

The Director reported that an incident had occurred recently involving a child disappearing for a short period while out on a walk. As soon as the issue was discovered, emergency procedures were enacted and the child was found within two minutes. Processes and procedures had been reviewed and changes made to mitigate risk of reoccurrence of the issue. The incident, and follow up work, was handled professionally by Katie, and the relevant paperwork reporting the incident to the accreditation body had been submitted within the required timeframes.

ANU had attended HECC again for possum issues. On this occasion a possum was stuck in the laundry. HECC was looking into installing a fly screen on the laundry window as the window needs to stay open during the day. The Committee discussed the need to ask parents to not to feed the possums, as they are being feed in the car park.

Toddler Room air conditioner had recently been replaced, as it had been leaking for some time and needed to be turned off at the mains to stop the leak.

The Committee noted that the HECC Check In CBR app must be used by contractors, however families were not required to use it due to the check in/out times being recorded the system.

**Item 5: Workplace health and safety report**

No report was received for this item.

**Item 6: Chairperson's report**

No report was received for this item.

**Item 7: Treasurer's report**

The Committee discussed that:

- there was a variance of approximately \$72,000 between the budgeted income and actual income, and were interested to find out from the bookkeeper how the budget had been determined for the purposes of the reports;
- repairs and maintenances expenses were higher than expected due to accreditation;
- cleaning expenses were higher than expected, and the HECC Director would discuss this with the bookkeeper;
- given there was a substantial amount of funds in the capital account, HECC was asked to compile a list of projects (e.g. top 5) for consideration.

**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**

The staff representative advised that HECC staff had enjoyed their evening out, which was to celebrate the great outcome of the accreditation process, and to acknowledge the difficult start to the year as a result of the loss of Marg and the additional work of the staff in supporting the accreditation process.

**Item 11: Fundraising/Social and Cultural Report**

No report was received for this item.

**Item 12: Other Business**

Committee members:

- were reminded to submit their PA Form and WWVP checks to the HECC Director as soon as possible, if they had not already done so;
- discussed whether HECC offered an Employer Assistance Program (EAP) to staff, and that this was something that should be considered;

- noted that future meetings would be held in person (subject to any COVID-19 restrictions).

**The meeting adjourned at 6.09 pm. The next Committee meeting will be held on Tuesday 13 July 2021.**