



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – November 2021

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The November 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 9 Nov 2021, in person and via Zoom.

### **Present**

Fleur de Crespigny (Chair), Suzie Alcorn (via Zoom), Emily Hurley, Karen Ikin (via Zoom), Vicki McDonald, Susan O'Reilly (via Zoom), Katie Pickering, Adrian Plumb (via Zoom), and Brendon Taylor (via Zoom).

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

There were no apologies received.

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

The minutes of the October 2021 HECC Management Committee meeting were approved.

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

The Committee discussed that:

- The COVID-19 information in the Immunisation policy had been updated since it was circulated to the Committee on 5 October, and that a new version would be circulated for feedback.
- There was a separate policy that covered COVID-19, which was being updated each time new information was received.
- The Teams site to assist with the review and feedback on policy documents had not progressed due to computer issues at HECC, however these issues had recently been resolved and the Teams site would be created shortly.
- The Committee needed to review the handbook to ensure it addresses the concerns raised at the October 2021 meeting in relation to the length of policy documents and parents being able to easily locate the information they need.

The Committee agreed to defer the approval of the revised Immunisation policy until the December 2021 meeting.

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

The Director reported that:

- Staffing was currently the key issue for HECC, as four educators had recently left (for a variety of reasons).
- Due to the lower than normal student numbers, HECC was managing with current staffing levels and a regular relief staff member who was called in when needed.
- HECC had advertised for new staff however it was a difficult time for recruitment, and this was an issue across the sector.
- HECC had managed to finalise the flooring upgrade before the children returned following the ACT lockdown.

- Children had settled back into HECC exceptionally well following the ACT lockdown, with any separation issues being resolved quickly.
- Vicki and Katie were attending a liaison meeting with ANU that week.

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

The Committee discussed that:

- The longstanding toilet issue was finally being resolved by ANU, with HECC covering the cost of the toilets and ANU covering the cost of installation.
- There was currently an issue with a fox and its baby on the HECC grounds, with the fox spending time under the deck in the preschool garden. UPCCC next door had reported the same issue. This matter had been reported to ANU, and HECC was awaiting a response from ANU.
- The Environment Centre was very pleased that HECC would be contributing funds to a new chook pen, and was making the design and construction of the new pen a community task. The new pen would be accessible for children and those with special needs, and would have a cover over the top and bottom of the pen.

#### **Item 6: Chairperson's report**

The Chairperson reported that:

- The welcome back to HECC following the ACT lockdown was fantastic, and the process had gone really well.
- It was reassuring for parents to see the measures put in place to protect children attending HECC, including staff wearing masks all day, which was very much appreciated.

#### **Item 7: Treasurer's report**

The Committee discussed that:

- Given the considerable amount of uncertainty around the COVID-19 situation, and the possibility that HECC may need to close at some point in future if there is a case at the centre, it would be sensible to slow down on the spending plan.
- Priorities for spending over the next few months were the chook pen, and turf in the Nursery garden.
- In the new year conferences would commence again, and funds could be directed towards these activities as a morale booster for staff.

The Committee noted the following regarding HECC finances:

- HECC was in a similar financial position as last month, with a current profit of approximately \$19,000.
- There were issues with some Child Care Subsidy (CCS) payments having been returned to Centrelink incorrectly following the ACT lockdown, however this was in the process of being corrected, and as a result the financial position may be better than what was currently showing in the financial reports.
- While HECC was currently showing a profit, there was the potential that the end of year result would be a loss.
- The Preschool and Toddler Rooms were very full for 2022, with only a couple of places still to be filled in the Nursery.
- The 2022 budget was in progress.

**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 Committee noted that HECC had been busy preparing for the preschool graduation being held on Saturday 4 December 2021.

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

No report was received for this item.

**Item 12: Other Business**

There were no items of other business.

**The meeting adjourned at 6.01pm. The next Committee meeting will be held on Tuesday 14 December 2021.**