



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – October 2021

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The October 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 12 October 2021, via Zoom.

### **Present**

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

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

There were no apologies received.

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

The minutes of the September 2021 HECC Management Committee meeting and the August 2021 additional meeting were approved.

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

The Committee approved the Behaviour Guidance policy, and agreed to review and provide feedback on the Immunisation policy by 9 November 2021.

The Committee discussed the following regarding HECC policy documents:

- The policy documents were very long, however this was due the documents having a number of different purposes, including:
  - an information source for parents;
  - an information source for staff;
  - ensuring compliance with the Early Years Learning Framework (EYLF) and other regulatory requirements.
- That HECC could go back to compiling a handbook with all the relevant information for parents, however previous feedback was that the handbook was not utilised by parents;
- That it would be helpful to have Julia attend a HECC Management Committee meeting to provide the Committee with information on the purpose of the policy documents.

#### **Action Items:**

- Vicki to organise for Julia to attend a HECC Management Committee meeting by the end of 2021 to provide the Committee with information on the purpose of the HECC policy documents.
- Committee members to review and provide feedback to Julia on the Immunisation policy by 9 November 2021

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

The Director reported that:

- It was understood that families would need to recommence paying the gap fee from 18 October, even though children could not return to HECC until 25 October (*post meeting note: the gap fee continued to be waived until 25 October*);
- HECC had been working hard to keep in contact with families, and had been making improvements around the centre;
- Educators were very excited to have children returning to HECC shortly;
- HECC was expecting most families to return to the centre;
- HECC had been hoping to finish the flooring in the Preschool room and the Nursery while there were no children in attendance at the centre, however there had been a hold up with the flooring in Sydney.

HECC was looking at purchasing air purifiers for the times children were inside the buildings as there was evidence they can be effective in reducing transmission. HECC currently has one unit, and would need to purchase three extra units at an approximate cost of \$1500 each. This expense was approved by the Committee.

The Committee thanked Vicki and the team for the fabulous packs they prepared and delivered to the children during lockdown. The packs were a huge success and HECC received great feedback on them.

#### **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 HECC:

- was currently sitting at a \$10,000 profit;
- had done well managing costs throughout the year in difficult circumstances, and had not needed to dip into the reserve funds significantly.

Adrian agreed to send comments to the Committee on the funding proposal provided by HECC, to allow this item to 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**

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 that Sophie Swann, a member of the HECC Management Committee, was leaving the Committee due to a relocation to another city. Sophie thanked everyone for allowing her to be part of the Committee. The HECC Management Committee noted its thanks to Sophie for her contributions.

**The meeting adjourned at 6.04pm. The next Committee meeting will be held on Tuesday 9 November 2021.**