



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – October 2022

The October 2022 meeting of the Heritage Early Childhood Centre Management Committee was held at 5.00pm on Tuesday 11 October 2022, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn, Neil Dawson, Rohan Dayal, Penny Grewal-Sidhu (via Zoom), Karen Ikin (via Zoom), Vicki McDonald, Susan O'Reilly (via Zoom), Felicity Parkin (via Zoom), Katie Pickering, Adrian Plumb.

Item 1: Apologies and announcements

Apologies were received from:

- Ryan Bartley
- Nan Zhu

Item 2: Approval of Minutes

The Committee approved the minutes of the September 2022 HECC Management Committee meeting, subject to an amendment to Item 5 *Policy Items*. The Committee noted that the Non-Compliance policy had been approved at the September 2022 meeting.

Item 3: Committee Forward Plan

The Committee:

- thanked Adrian for his work on the forward plan;
- noted that the document would be followed for future meetings; and
- noted that the document would be particularly helpful for the committee when there was a change the membership.

Item 4: Policy items

The Committee discussed the proposed changes to the Illnesses and Infectious Disease policy, and noted that a number of committee members had already provided feedback directly to Julia on the proposed changes. The policy was due to be approved at the November 2022 meeting.

The Committee discussed that:

- There were exclusion requirements included in the policy related to COVID-19 that no longer reflected current government policy;
- HECC currently had an informal approach to managing staff who tested positive for COVID-19, which typically involves staff members taking a minimum of a week sick leave; and
- While some staff members had a large amount of sick leave available to them, casual staff in particular may need additional support from HECC due to having limited access to sick leave.

The Committee noted its support of HECC continuing the informal approach to managing staff who test positive for COVID-19, and of HECC doing what is needed to support staff (including casual staff) to take sick leave when they test positive for COVID-19.

Item 5: Director's report

The Director reported that:

- HECC had recently attended another meeting with ANU in relation to the building work, and reported that it was looking likely that work on the ANU childcare centres would commence around March 2023;
- HECC was likely to be the last centre to be worked on, and it would be approximately two years before that work commenced;
- The Environment Centre had recently received a notice from ANU that it would be relocated elsewhere on campus, and would need to move by December 2022;
- Placements for 2023 were currently being worked on; and
- Pickups from inside the building had recently recommenced and were going well.

Item 6: Chairperson's report

The Chairperson reported that:

- A response had not yet been received from the union in relation to the Enterprise Agreement negotiations, however Vicki was planning to follow up this up with the union again; and
- The survey results from HECC families regarding the proposal to purchase a bus were very positive, and as a result a paper would be circulated to the committee for discussion at the November 2022 meeting.

Item 7: Workplace health and safety report

The Committee noted that Jonathan had been appointed as the HECC Safety Officer, and his job was to work through all HECC risk assessments step-by-step to ensure all required actions are being implemented appropriately. The Committee discussed providing Jonathan additional training for this new role, and the Director, HECC noted that a relevant training course had been identified.

Item 8: Treasurer's report

The Treasurer reported the following:

- HECC currently had a year-to-date profit of \$2,500;
- The annual leave and sick leave balances were high compared to the previous year, and that moving into 2023 it would be prudent to have a strategy for reducing the annual leave balance;
- There was currently nothing of concern in the 2022 budget; and
- Work had commenced on the 2023 budget, with an increase to fees expected from February next year.

The Committee noted its support to use the same principles as last year, when preparing the 2023 budget.

Item 9: Public Officer's report

No report was received for this item.

Item 10: Grants Officer's report

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

The Committee agreed to proceed with the Mango fundraiser.

Item 13: Other Business

Company Director ID

The Committee noted that Susan would review the new Company Director ID requirements, and provide information to Committee members on whether it was likely they would need to apply for an ID.

The meeting adjourned at 6.05pm. The next meeting will be held at 5.00pm on Tuesday 8 November 2022.