



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – September 2021

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The September 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 14 September 2021, via Zoom.

### **Present**

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

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

There were no apologies received.

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

The minutes of the August 2021 HECC Management Committee meeting were approved. The Committee noted that the approval of the August 2021 additional meeting would be held over to the October 2021 meeting.

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

The Committee:

- discussed and approved the amendments to the Pets and Animals Policy;
- agreed to defer the approval of the Behaviour Guidance Policy to the October 2021 meeting; and
- noted that the implementation of a Teams site to assist with the review of policy documents was in progress.

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

The Director reported that:

- There were currently no children attending HECC;
- Staff continued to work on improving Zoom classes;
- Work had been undertaken to clear out resources that had been in storage and were no longer needed;
- Work had been undertaken in the library to sort through the books, improve the library system, labelling and layout;
- Staff had been working on ways to grow the music program;
- ANU had cut down the tree between HECC and UPCCC, which had resulted in a lack of privacy for HECC, particularly for children and staff spending time in the big garden. As a result HECC had built, and paid for, a fence to block this view.
- The incident reported at the June 2021 meeting had been resolved.

The Committee noted feedback on Zoom content, and how it would be helpful for some videos to be longer to engage and capture attention of children with minimal supervision, to allow parents to undertake their work. HECC noted that there had been mixed feedback, with some families wanting less screen time, and others wanting longer videos made available.

**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 in a good financial position, and there were no issues of immediate concern in relation to the financial situation;
- HECC was accessing the COVID-19 Disaster Payment, in addition to staff taking leave and reducing their days of work;
- Given the recent announcement that lockdown would be extended, it would be helpful to send a communication to families sooner rather than later about the gap fee continuing to be waived until the end of lockdown; and
- The HECC Project funding request would be discussed at the October 2021 meeting.

**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**

The Committee noted that:

- the ACT grant application had not been submitted, as a result of the lockdown; and
- the Mango fundraiser would be proceeding, however due to the colder winter this year the boxes would be smaller (approximately half the normal size).

**Item 12: Other Business**

*End of year shut down*

The Committee approved the 2021 HECC Christmas holiday closure dates:

HECC will close COB Wednesday 22 December 2021, and reopen on Monday 10 January 2022.

**The meeting adjourned at 6.02pm. The next Committee meeting will be held on Tuesday 12 October 2021.**