



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – September 2022

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The September 2022 meeting of the Heritage Early Childhood Centre Management Committee was held at 5.00pm on Tuesday 13 September 2022, in person and via Zoom.

### **Present**

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

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

Apologies were received from:

- Ryan Bartley
- Felicity Parkin
- Nan Zhu

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

The Committee approved the minutes of the July 2022 and August 2022 HECC Management Committee meeting.

### **Item 3: End of Year Closure Dates**

The Committee approved the 2022 HECC end of year closure dates as follows:

HECC will close COB Thursday 22 December 2022, and reopen on Monday 9 January 2023.

### **Item 4: Committee Forward Plan**

The Committee noted that a forward plan had been drafted, and would be circulated to committee members for feedback. The forward plan sets out the schedule of the reports and items that need to be received and/or discussed at the committee meetings throughout the year.

### **Item 5: Policy items**

The Committee:

- approved the proposed revisions to the Complaints and Grievance Management Policy; and
- noted that the proposed revisions to the Non-Compliance Policy were circulated to committee members via email on 10 September 2022, and were due to be approved at the October HECC Management Committee meeting.

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

The Director reported that:

- There were several new educators who had commenced working at HECC as relief staff, who were working out well;
- From the start of Term 4 parents would be able to collect their children from inside the HECC building in the afternoons, however drop offs in the morning would continue to occur at the front gate as this helped children settle in quickly in the mornings;
- That there had been progress on the Enterprise Agreement negotiations, and HECC was currently waiting to hear back from the union;
- There had been a delay with the upgrade to the HECC and UPCCC buildings due to being heritage listed, and the Acton Early Learning Centre and Cubby would now proceed first with HECC now being scheduled for an upgrade last.

Unfortunately there had been another incident of a staff member being bullied by a parent. In this incident the discussion between the parent and the educator had not occurred in English so other HECC staff members were not aware of what was happening. This had highlighted the importance of educators responding in English even if the parent speaks in another language, so HECC staff are aware of what is happening and can step in if needed. The Director had organised a meeting with the parent to discuss the incident (meeting was yet to occur). The Committee discussed reminding parents of the need to respect educators.

The Committee approved for HECC to proceed with installing turf and an automatic sprinkler system to water the lawns (particularly important for when HECC is closed over the Christmas/New Year period).

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

No report was received for this item.

### **Item 8: Workplace health and safety report**

No report was received for this item.

### **Item 9: Treasurer's report**

The Treasurer reported the following:

- HECC was expecting a slight loss overall, and was currently sitting at a loss of approximately \$40,000;
- A significant contributor to the current loss was that the previous month had 3 pays rather than the usual 2 pays, and HECC would be sitting around break even or slightly ahead without the additional pay;
- Income was tracking slightly lower than budgeted due to lower uptake of places, however expenses were tracking as budgeted and staffing costs were lower than budgeted;
- The expected end-of-year result of being budget neutral demonstrated that the Committee spent the appropriate amount of time preparing the budget for 2022;
- HECC continues to have good cash reserves, which remain about the same as the previous year;
- The \$14,000 in the unspent grant funds accounts was received for training in 2013 that did not need to be returned, and could be used for training for HECC staff.

Adrian offered to provide tools and resources to committee members to assist in understanding financial statements. Committee members were advised to reach out to Adrian if they would like to access those resources.

**Item 10: Public Officer's report**

No report was received for this item.

**Item 11: Grants Officer's report**

No report was received for this item.

**Item 12: Staff Representative report**

The Committee noted that:

- four HECC staff attended the recent protest on 7 September;
- The Family Morning on 2 September had gone well;
- A few staff members were on leave, however HECC was managing well in their absence.

**Item 13: Fundraising/Social and Cultural report**

No report was received for this item.

**Item 14: Other Business**

Mini bus

The Committee discussed the potential purchase of a mini bus, and agreed that a survey would be sent out to parents to seek their feedback on the proposal.

The Committee noted that Adrian had provided HECC a template to prepare a business case for the bus, and noted the conflict declared by Adrian. The business case would be circulated to committee members once finalised, and would assist the committee in making an informed decision.

**The meeting adjourned at 6.05pm. The next meeting will be held at 5.00pm on Tuesday 11 October 2022.**