



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – September 2023

---

The September 2023 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 12 September 2023, in person and via Zoom.

### **Present**

Suzie Alcorn (Chair), Rohan Dayal, Ksenia Gnevsheva, Karen Ikin, Vicki McDonald, and Kirsty.

### **Item 1: Acknowledgement of Country**

“We acknowledge and celebrate the First Australians on whose traditional lands we meet and pay our respect to the elders past and present.”

### **Item 2: Apologies and announcements**

Apologies were received from:

- Ryan Bartley
- Katherine Carroll
- Neil Dawson
- Penny Grewal-Sidhu

### **Item 3: Approval of Minutes**

The Committee held over the approval of the the minutes of the August 2023 HECC Management Committee meeting to the October 2023 committee meeting.

### **Item 4: Director’s report**

The following report was provided to the Committee:

- The grievance discussed at the previous committee meeting had been resolved, and the family had left HECC.
- There had been some sickness in the centre, including gastro, hand, foot and mouth disease, however things appear to be improving; and
- HECC was commencing work on offering places for 2024.

### **Item 5: Chairperson’s report**

The Chairperson noted their thanks to Julia for all the wonderful work she does managing HECC’s policies, which have helped the centre navigate through some difficult circumstances in the past few months.

### **Item 6: Treasurer’s report**

The Committee noted that:

- HECC was still currently running at a loss for the year; and
- HECC may need to look at the daily fees being charged, given the centre was running at full capacity and still making a loss.

**Item 7: Policy items**

The Committee approved the following policy documents, noting there were some minor changes to wording that had been provided directly to Julia:

- Heritage Philosophy Statement 2023
- Medication Policy and Procedures.

**Item 8: Staff representative report**

The following report was provided to the Committee:

- HECC had updated the way child summaries were being prepared, to reduce staff workload and the amount of time staff spend off the floor during the period the summaries are being prepared;
- Parents will continue to be encouraged to attend the parent-teacher interviews for further feedback in relation to their child;
- HECC staff are very positive about the new approach to preparing the summaries.

**Item 9: Workplace health and safety report**

The Committee noted that test-and-tagging would be done throughout the Centre shortly, and was being managed by ANU.

**Item 10: Grants officer**

No report was received for this item.

**Item 11: Public officer**

No report was received for this item.

**Item 12: End of Year Closure**

The Committee approved the HECC End of Year closure from close of business Friday 22 December 2023 to Monday 8 January 2024, with HECC reopening for 2024 on Tuesday 9 January 2024.

**Item 13: Other Business**

There were no items of other business

**The meeting adjourned at 5.40pm. The next Committee meeting will be held on Tuesday 10 October 2023.**