



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – March 2022

The March 2022 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 8 March 2022, in person and via Zoom.

Present

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

Item 1: Apologies and announcements

Apologies were received from:

- Emily Hurley
- Karen Ikin

The Committee noted its thanks to Susan for all her work on the Committee posters, and agreed they were ready to be printed and displayed.

Item 2: Approval of Minutes

The Committee noted that the approval of the February 2022 minutes would be held over to the April 2022 meeting.

Item 3: Policy items

This item was not discussed.

Item 4: Director's report

The Director reported that:

- There had been a number of COVID-19 cases in the centre, and managing the required notifications and closure of rooms had been the priority in recent weeks;
- That it was expected in the near future rooms would not need to be closed if a case had attended the centre.

Item 5: Workplace health and safety report

The Committee discussed that:

- Over the next couple of years ANU would be doing a significant amount of work on the buildings housing the ANU childcare centres to remove asbestos from the walls, ceilings etc.;
- Each childcare centre would need to move to a temporary centre that would be setup in the UPCCC car park;
- That the schedule for the work was not yet known, however the centres would be completed one at a time;

- HECC would have the opportunity to move walls and reorganize things, and that more would be known once a meeting was had with the architects later that week.

Item 6: Chairperson's report

The Chairperson reported that work was being done to raise the visibility of the committee.

The Committee noted it's thanks to Katie, she did a great job while Vicki was away.

Item 7: Treasurer's report

The Committee discussed that:

- There had been little time to review the financials in detail, and the year-to-date (YTD) comparison to the budget was unavailable, however noting this on face value there were no issues with the current financial situation;
- That places in the Toddler room and Preschool room were pretty full;
- Given a staff member had recently left the Nursery, places were being managed carefully to ensure the staff-child ratio was not exceeded, and therefore not all places had been filled;
- It would be helpful for the committee to receive the financial documents earlier to allow analysis and better discussion at the committee meetings.

Item 8: Public officer

No report was received for this item.

Item 9: Grants officer

The Grants officer reported that an enquiry had been lodged regarding the dates for the 2022 round of the Nature play grant program.

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

Committee dinner

It was agreed that the Committee dinner would be held before Easter, on Tuesday 5 April 2022.

Annual General Meeting (AGM)

The Committee noted that the auditor cannot finalise the audit of financial accounts until 18 April 2022, and therefore the AGM will need to be held after this date. The AGM was scheduled for 26 April 2022.

The meeting adjourned at 5.49pm. The next Committee meeting will be held on Tuesday 12 April 2022.