

Heritage Early Childhood Centre Management Committee

Minutes of Meeting 5pm December 2023

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

Apologies: Katherine Carroll, Vienna Dawson, Rohan Dayal, Suzie Alcorn, Ryan Bartley

Attendees: Vicki McDonald, Penny Grewal-Sidhu, Katie Pickering, Neil Dawson, Karen Ikin, Ksenia Gnevsheva.

[It was noted that four members are essential for quorum]

Minutes:

- October 2023 – small edits noted:
 - Hannah to be added as one of the 6 educators available to drive the bus.
 - Add full form of EAP to minutes – Employee Assistance Program.
 - Noted that most actions have been completed:
 1. Staff member has started counselling after the incident mentioned in the minutes – it is government funded.
 2. Enterprise agreement to be reviewed to ensure that Employee Assistance Program and other such support is available for staff.
- November 2023 – Free 3-yr old preschool discussed and noted that participating in the scheme would mean break-even or slight profits for HECC. Hence, we will partake in the trial.
 - Relating to the 3-yr old preschool scheme, 'Conflict of Interest' policy was highlighted. Neil suggested that there may be conflicts of interest with some parents that are part of the committee and have children that may be eligible for the scheme. Two items noted:
 1. **ACTION:** Review of conflict-of-interest policy to ensure that it covers such decisions and what is the protocol for highlighting such conflicts.
 2. In this regard, decision was taken by management rather than committee, conflict of interest was avoided.

Director's report:

- Liaison meeting with ANU was conducted. Following are the updates:
 - ANU phonenumber still noted as an issue but ANU are working on it.
 - Noted some issues with fence and gate that may be fixed over the Christmas holidays (e.g., bamboo fence to be removed and replaced with solid fence, couple of other gates need repairing, etc.)
 - Community garden site to be turned into carpark soon.
 - Testing and tagging of equipment completed and HECC are up to date.
- Focus for management is on completion of end-of-year tasks.

- New format of report was noted to be more streamlined and less work. Parents and educators have mostly given positive feedback on the new report. One of the points of feedback was that parents would like a more personal approach. Neil suggested that include one sentence or two to start off the report with a personal message about the child and the growth they have shown. Vicki noted that Parent-teacher meetings are where personal feedback about children in detail is offered to parents.

Chair's report:

- Nothing to report.

Treasurer's report:

- Currently working on budgets for 2024.
 - Items to note included:
 - Low turnover of staff – good rations for rooms including holiday covers, etc.
 - Super has gone up to 11%
 - Staff salaries increased by 6% for July; overtime hours have been included.
 - Budget includes operating costs for Bus.
 - Training budget has been increased. We may consider sponsoring staff for Cert 4 as a professional development initiative.
 - **ACTION:** Employee Assistance Program costs to be considered and added to budget.
 - Modest increase in supplier costs.
 - Operating costs have increased by 10% from last year.
 - 90% of total costs are employee related.
 - To break-even or slight surplus, daily fees must be increased to \$165/day. This is an average amount for good centres around Canberra.
 - Term deposit of 3% was discussed – opening another one for 2024. Cash reserves have depleted slightly. Discussion to be had in next meeting regarding maximising and investing in a good deposit scheme especially with interest rates going up.
 - **ACTION:** Neil to draft a budget paper to socialise with committee.
 - **ACTION:** To conduct Special General Meeting to pass the fee increase. Vicki/Katie to advise what quorum is necessary for such an SGM, what the process for notifying parents – can we flag in the newsletter, etc., and plan for SGM.

Capital Planning:

- Nothing to report.

Staff Representative's report:

- Nothing to report.

WHS report:

- Nothing to report.

Grants officer report:

- Nothing to report.

Policy items:

- It was noted that Julia is doing an excellent job.
- Policies passed: Water safe policy and medical conditions policy and procedures.

Public Officer's report:

- Nothing to report.

Other business:

- The new childcare building is ready and awaiting approvals from ACT Heritage.
- HECC bus is ready and needs to be picked up from Access Canberra after assessment is completed.
- Regarding yearbooks for 2022 and 2023 – creating yearbooks is a time-consuming endeavour, staff need to take 2-3 weeks off to take this on. HECC management is looking at other options.
- Committee succession planning discussion to be had in next meeting as Suzie is leaving. New families are joining HECC - new members to be encouraged to be part of the committee.
- Next meeting is on **Tuesday, 13 February 2024.**