

Heritage Early Childhood Centre Management Committee Incorporated Minutes of Meeting

The July 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 14 July 2020.

Present:

Fleur de Crespigny (Chair), Suzie Alcorn (via Zoom), Katherine Carroll (via Zoom), Emily Hurley, Vicki McDonald, Katie Pickering, and Brendan Taylor (via Zoom).

Apologies:

Susan O'Reilly, Adrian Plumb, Stevie Wright.

Approval of Minutes:

The minutes from the June 2020 HECC Management Committee meeting were approved.

The minutes from the Annual General Meeting held on 17 March 2020 were approved, subject to the inclusion of Susan O'Reilly's position as Grants Officer.

Approval of Policies:

The Committee approved the proposed revisions to the following policy documents:

- Food Safety Policy and Procedures (Food from Home);
- Nutrition and Oral Hygiene Policy (previously called the Healthy Eating and Dental Hygiene Policy);
- Emergency and Evacuation Policy; and
- Hygiene and Infection Control Policy.

The Chair thanked members who provided feedback on the proposed revisions to these policies.

Director's report:

The Director reported the following:

- That painting throughout the building continued. The library walls had been painted recently, and the nursery was due to be painted next and the Toddler room would follow on after that.
- That the pergola out the back of the programming room (near the mud kitchen in the big garden) had been taken down, and would be replaced with a new pergola;

- The path that leads towards the Environment Centre, which is used for the evacuation cot, had recently been fixed after a number of requests to ANU;
- That Kate Kim was leaving, and would be very much missed by all;
- That Katie Pickering would be stepping into the Assistant Director role, Eranga and Fatima would share the Room Leader role in the Nursery, with Titi taking on the Assistant Team Leader role.
- That HECC was now operating on normal student numbers, except for one family currently overseas, and one full-time position in the Preschool room (currently under negotiation).

Workplace health and safety:

No report was received for this item.

Chairperson's report:

The Chairperson reported that the licence agreement was ready to finalise, and just needed a signature from the Chair, or Deputy Chair, of the HECC Management Committee.

Treasurer's report:

The Treasurer reported the following:

- That HECC ran at a loss in June 2020, however overall had a profit of approximately \$13,000 year to date;
- That there was one further job keeper payment remaining to come through to HECC;
- That there would be transitional payments of approximately \$8,000 coming through, which is additional to the fees now being paid by families to HECC;
- That from September 2020, families would again be charged the increased daily rate set by HECC for 2020.

The Committee agreed that at a future meeting there would be a discussion regarding the budget, and how it is set, so that all members understand how the budget is worked out.

Public officer:

No report was received for this item.

Grants officer:

The Committee noted that HECC had submitted a grant application for \$12,000 for an upgrade to the nursery, however the application had not been successful. HECC would request feedback on the application and try again at a later stage.

HR matters:

No report was received for this item.

Staff representative:

Katie Pickering reported:

- That there would be a farewell for Kate Kim on Friday 17 July 2020;
- That the development summaries had been sent out recently, and were not as specific as usual due to the staff ratio and the number of children attending HECC;
- That, while not included in the development summaries, the observations of children had still been happening in the background, and that staff looked forward to including this information in the summaries at the end of the year.

The Committee noted the strong set of arrangements the Director had been able to put in place with Kate Kim leaving, and that this really was a testament to the hard work of the Director.

Fundraising:

The Committee discussed that HECC was keen to do a social fundraising activity, however under the current circumstances this would be difficult. The virtual art night was still in planning and no date had been set. The Keep Cup fundraiser had been successful.

Social and Cultural:

No report was received for this item.

Matters arising:

There were no matters arising.

Meeting adjourned at 5.35pm. The next meeting will be held on Tuesday 11 August 2020.