



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – March 2021

The March 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 9 March 2021, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Vicki McDonald, Susan O'Reilly, Katie Pickering, Adrian Plumb and Brendon Taylor.

Apologies

There were no apologies received.

Approval of Minutes

The Minutes from the February 2021 HECC Management Committee meeting were approved.

Approval of Policies

The Committee discussed the following in relation to the Asthma Policy and the Allergy and Anaphylaxis Policy:

- Given the length of the policy documents, it would be helpful to have a summary of the policy for parents at the beginning of the documents;
- That the role of the HECC Management Committee appeared to be overstated in the policy documents, given the Committee does not have a day-to-day operational role, and that wording around the role of the Committee should be revised (e.g. where a policy document requires immediate communication with parent(s) about an issue, it is the responsibility of the Committee to ensure policy documents include the requirement, however on a day-to-day basis it is the responsibility of the HECC Director to send the communication, not the Committee);
- That the Asthma Policy should include a reference to the ACT Health alerts.

The Committee approved the policy documents, subject to further work on the structure of the documents, and fixing the overstatement of the HECC Management Committee role.

Chairperson's report

No report was received for this item.

Director's report

The Director advised that in order to have all paperwork, including the annual audit, submitted to the relevant authorities by the required date, the Annual General Meeting (AGM) needed to be held by the end of April. The Committee agreed that the AGM would be held on 13 April, the same date as the next HECC Committee meeting.

Workplace health and safety

The Committee noted that there had been a lot of work going on around the Centre to ensure things were at the desired standard prior to the site visit that forms part of the accreditation process. The new tent had been set up, which has enough space for children to do yoga, for children in the Toddler and Preschool Rooms to have sleeps.

Treasurer's report

The Committee noted:

- that financially things were tracking well so far in 2021;
- that it would be helpful to receive a financial statement comparing actual spend against the budget for the year to see better how HECC is tracking financially;
- that there would be a discussion with the bookkeeper about moving the amount in the unspent grants account (approximately \$14,000) to the training account.

Public officer

No report was received for this item.

Grants officer

The Committee was reminded that any grant opportunities could be reported to Susan O'Reilly.

HR matters

No report was received for this item.

Staff representative

HECC reported that 2021 had been going well, and that there were lots of new families and they had been settling in well. There was also a new staff member working full-time in the nursery.

Social and Cultural

No report was received for this item.

Fundraising

The Committee noted that fundraising activities would be looked at following the completion of the accreditation process.

Matters arising

No report was received for this item.

Other Business

Staff toilet issue

HECC reported an issue with one of the staff toilets not flushing properly. The Committee approved the upgrade of the toilet.

The meeting adjourned at 6.12pm. The AGM and the next Committee meeting will be held on Tuesday 13 April 2021.