

Heritage Early Childhood Centre Management Committee Incorporated Minutes of Meeting

The November 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 10 November 2020.

Present:

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

Apologies:

Apologies were received from:

- Fleur de Crespigny

Approval of Minutes:

The Minutes from the October 2020 HECC Management Committee meeting were approved.

Approval of Policies:

This item was not discussed.

Director's report:

The Director reported the following:

- Painting in the Toddler Room had finished, and all rooms had returned to their usual locations;
- The foyer and cot rooms still remained to be painted;
- The ANU Hail Damage repair team were pleased with the work undertaken to repair the damage to HECC, however had reported that the building was unable to be passed as it was not up to current standards. In order for it to be passed the old panels under the eaves need to be replaced, which will involve closing the building down in stages.
- The new staff member in the Preschool Room (Alicia's replacement) was due to commence during November;
- The HECC Christmas party and Preschool graduation would go ahead, however due to physical distancing requirements it would be located in the gravel carpark at the front of the HECC.

Workplace health and safety:

No report was received for this item.

Treasurer's report:

The Committee discussed the following:

- The 2021 budget was nearly ready for consideration by the Committee, however there were a few final adjustments still to be made;
- That in the previous three years HECC had ended up with a profit at the end of the year, and that it would be good to establish a plan for the use of these funds;
- That the HECC Strategic plan was approximately 4 years old, so would be refreshed by the HECC Director and shared with the Committee.

Public officer:

No report was received for this item.

Grants officer:

No report was received for this item.

HR matters:

No report was received for this item.

Staff representative:

No report was received for this item.

Social and Cultural:

No report was received for this item.

Fundraising:

The Committee noted the fundraising ideas that Susan had shared via email, and discussed other potential fundraising opportunities. Committee members were asked to email any potential fundraising opportunities to Susan so she can investigate them further.

Matters arising:

There were no matters arising.

Other Business

There was no other business.

The meeting adjourned at 6.06pm. The next meeting will be held on Tuesday 8 December 2020.