

Heritage Early Childhood Centre Management Committee Incorporated Minutes of Meeting

The October 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 13 October 2020.

Present:

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Vicki McDonald, Susan O'Reilly (via Zoom), and Katie Pickering (via Zoom).

Apologies:

Apologies were received from:

- Katherine Carrol
- Adrian Plumb

Approval of Minutes:

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

Approval of Policies:

This item was not discussed.

Director's report:

The Director reported the following:

- The painting of the Centre was progressing, and while there had been a hold up related to the removal of the floor coverings in the Toddler Room, this had now been resolved;
- The arrangements put in place to manage the rooms while the painting occurred around HECC had a positive outcome as it had resulted staff becoming a stronger team;
- Placements for 2021 were expected to be released to families within the following week;
- Interviews had taken place for Alicia's replacement in the Preschool Room.

Workplace health and safety:

There was nothing to report under this item.

Treasurer's report:

The Treasurer provided the Committee with a detailed explanation of the process for establishing the budget each year. The Committee noted that the 2021 budget was expected to be considered at the November Committee meeting for approval.

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:

Katie Pickering advised the Committee:

- That the educational summaries were progressing well, and that parent interviews would be conducted in November.
- That the final months of the year would be focused on celebrating belonging, transitions to new rooms, and working on the 2020 year book.
- That the new educators in the Nursery and Toddler Rooms were going really well, and HECC was thrilled to have them on board.

Social and Cultural:

No report was received for this item.

Fundraising:

Susan O'Reilly advised that a paper on fundraising would be distributed to Committee members shortly. The Committee discussed a number of potential fundraising activities including two recycling programs, an Indigenous herbs and spices fundraiser, and an idea to prepare a list of (small and large) items that HECC needed (or would like) that families could contribute towards.

Matters arising:

There were no matters arising.

Other Business

There was no other business.

The meeting adjourned at 5.52pm. The next meeting will be held on Tuesday 10 November 2020.