

Heritage Early Childhood Centre Management Committee Incorporated Minutes of Meeting

The September 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 8 September 2020.

Present:

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

Apologies:

Apologies were received from Adrian Plumb.

Approval of Minutes:

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

Approval of Policies:

The Committee approved the proposed changes to the Waiting List policy.

The Committee discussed the Responsible Person in Charge policy at length. In particular, the committee discussed:

- The need to incorporate a regular governance audit that would allow the committee to assure itself that it was meeting all requirements; and
- That it would be good to include a review process for ensuring there had been no changes in the Committee's confidence in the Director. The Committee noted that there were no concerns currently, however experiences at other centres had highlighted the importance of including these provisions in policies before any issues arose.

The Committee discussed the following in relation to the Communication and Family Involvement Policy:

- That it would be helpful to remove some unnecessary detail from the policy, particularly some of the procedures for maintaining the webpage;
- That information on how to access the log on information for the members section of the website could be moved to earlier in the policy document;
- That it would be helpful if families received an orientation and induction for every child that commenced at HECC;
- That HECC had explored using an app for providing daybooks and updates to families on their children's progress, however HECC had decided against using an app for a number of reasons;

- That HECC has a mobile phone, currently being used by the Nursery. Once the Nursery moves back to their usual room the mobile will be located in the office and the phone number will be promoted more broadly to families.

Committee members were asked to review the Communication and Family Involvement Policy and provide feedback prior to the October 2020 meeting.

Director's report:

The Director reported the following:

- That the painting in the Toddler Room was expected to start tomorrow.
- That there had recently been a liaison meeting with ANU, the main items discussed were WHS matters and updates on current maintenance requests.
- That work was starting on placements for 2021, and enrolment forms would be sent out to families shortly requesting details of care requirements for 2021.

Workplace health and safety:

The Committee discussed the following:

- The dishwasher in the Preschool Room had stopped working, and had been assessed to determine if it could be fixed, however due to the cost of parts and labour it will be replaced rather than fixed. The new dishwasher would be a semi-commercial dishwasher, as domestic ones wear out too quickly.
- Lead had been found when the carpet was removed from the Toddler Room.
- HECC had asked that the floor in the Toddler Room be leveled, as this would allow lino to be installed. HECC would need to cover the cost of the lino, however would discuss with ANU whether they will cover the cost of the floor levelling.

Treasurer's report:

No report was received for this item.

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:

No report was received for this item.

Matters arising:

No report was received for this item.

Other Business

Committee membership change

The Committee accepted Janette Bruce's resignation from the Human Resources Officer role on Committee. Brendon Taylor agreed to fill both the Human Resources Officer and the Deputy Chairperson roles.

End of year shut down

The Committee approved the 2020 HECC Christmas holiday closure dates: HECC will close COB Tuesday 22 December 2020, and reopen on Wednesday 6 January 2021.

The meeting adjourned at 6.00pm. The next meeting will be held on Tuesday 13 October 2020.