

Heritage Early Childhood Centre Management Committee Incorporated Minutes of Meeting

The August 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 11 August 2020.

Present:

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

Apologies:

No apologies were received

Approval of Minutes:

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

Approval of Policies:

The Committee discussed that the Waiting List policy was currently under review, and had been circulated to committee members by email on 10 August 2020. Members were asked to review the policy and provide feedback prior to the September meeting.

The Committee noted that there were a number of large policy documents due for review shortly, and that the reviews would be shared amongst Committee members to reduce the workload of members.

Action item: Committee members to email feedback to Julia on the Waiting List policy by Tuesday 8 September 2020.

Director's report:

The Director reported the following:

- That HECC places had been full until recently when two full-time positions become available in the Toddler room, these had been filled by children moving up from the Nursery, and the Nursery places were expected to be filled by the end of August;
- That Rumi who worked in the Toddler room, had left HECC to move to another Centre;
- That the painting in the Nursery room was almost complete;

- That it was expected the toddlers would move into the Nursery room while the Toddler room was being painted, as this would provide a space for the toddlers to sleep, which wouldn't be available on the back deck;
- That the curtains in the pre-school room, cot rooms, staff room, the library and the office had all been replaced, paid for by HECC, as they were falling apart and had been affected by the hail storm in some rooms.

Workplace health and safety:

The Committee discussed the following:

- That the carpet area in the Toddler room was not in great condition as it regularly ended up covered in urine;
- That the preference of HECC, supported by the HECC Management Committee, was that the carpet be replaced by vinyl planks as they would be far more hygienic.

Treasurer's report:

The Treasurer reported the following:

- That HECC was tracking well given the circumstances;
- That the year to date (YTD) profit for 2020 was approximately \$63,000;
- That from 1 October 2020 HECC would return to charging the 2020 daily rate of \$132.50.

The Committee discussed:

- That it would be good to send a reminder to families in September about the HECC daily rate returning to the 2020 rate of \$132.50 from 1 October 2020; and
- That Marg would join the September committee meeting to explain the HECC budget process to Committee members.

Public officer:

No report was received for this item.

Grants officer:

The Grants Officer reported the following:

- That a review of the grants available in the ACT which may be applicable to HECC had been undertaken;
- That there was a potential grant for the mini bus if HECC was willing to make it 'planet friendly' (electric etc.); and
- That if any Committee members found potential grant opportunities please forward them to Susan O'Reilly.

HR matters:

No report was received for this item.

Staff representative:

Katie Pickering reported that a staff meeting had recently been held, and that staff had undertaken training with Niki Buchan, a Forest School outdoor educator.

Social and Cultural:

The Committee noted that HECC was still planning on running a social night for the Art Night. This year the focus would be on the process of creating the artwork rather than just the finished product.

Fundraising:

The Committee noted that the HECC t-shirts and jumpers fundraiser was likely to be next fundraising activity run by HECC. Later in the year HECC would run the Mango fundraiser.

Matters arising:

The Committee noted the difficult time being experienced by a previous HECC family due to a very ill child, and discussed sending flowers, a basket of fruit or something similar to the family on behalf of the Committee.

Other Business***Insurance***

The Committee discussed whether there was insurance in place that covered HECC Management Committee members, to ensure they weren't personally liable should something unforeseen occur. The HECC Director agreed to circulate the insurance Certificate of Currency to Committee members.

Post meeting note: the Certificate of Currency was circulated to Committee members on 12 August 2020.

Action item: Susan O'Reilly agreed to prepare a one-page paper on governance matters related to the HECC Management Committee.

Licence Agreement

The Committee noted that the licence agreement was expected to be signed shortly. The Deputy Chairperson had met with the lawyers, and once the HECC

Director confirmed they were comfortable with the final agreement, it would be signed and submitted as required.

The meeting adjourned at 6.01pm. The next meeting will be held on Tuesday 8 September 2020.