



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – December 2020

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

Present

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

Apologies

No apologies were received.

Approval of Minutes

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

Approval of Policies

The Committee approved the proposed amendments to the following policy documents:

- Communication and Family Involvement Policy;
- Management Committee Handbook; and
- Responsible Person in Charge Policy and Procedures.

The Committee also approved the new Students and Family Volunteers Policy and Procedures.

Director's report

The Director reported the following:

- That the painting in the main rooms of the building was almost finished, however painting in the office, one of the cot rooms and the program room would occur in 2021;
- That HECC had received a quote of approximately \$5,500 to continue the lino flooring into the foyer, and that the installation of the new flooring should be straightforward given the floor underneath had been upgraded about eight years ago;
- That there would be some changes to staff within each of the rooms in 2021 to support the transition of children to their new rooms, however this was yet to be finalised;
- That HECC was currently compliant with the training requirements of staff;
- That the final newsletter for 2020 would be sent later in the week, and would include a link to the annual Quality Area Survey (which would also be included in the daybook emails through January 2021); and
- That as of the end of November emails sent to HECC@anu.edu.au would no longer be forwarded to the new email address (info@heritageecc.com.au).

Workplace health and safety

The Committee discussed the following:

- The HECC Director had recently met with the ANU liaison team;
- The plan to relocate childcare centres on campus had been placed on hold, and HECC was likely to remain in the current location for the foreseeable future;
- There were shade sails that still required replacing as a result of hail damage;
- There was a window in the Toddler Room nappy change area that was painted shut from the last time the area was painted, however this was on the agenda to be fixed;
- The Preschool shed continued to flood when it rained, this issue had been reported to ANU and HECC would continue to monitor the issue;
- HECC had been experiencing dirty water coming out of the taps, particularly following a weekend, and that ANU would be notified of this issue.

Treasurer's report

The Committee discussed the 2021 budget at length, including the following:

- It appeared there would be a substantial profit of approximately \$100,000 for 2020;
- HECC currently had approximately \$600,000 in retained equity;
- Each year HECC aimed to budget for a profit neutral position, however over the last few years had ended up with a profit;
- The budget was based around 55 of the 57 places being filled during the year, however HECC had typically been operating at 100 per cent capacity which may account for the profit;
- That the annual fee increase since 2016 had been between \$6 and \$6.50 per day, however there were compelling arguments to limit the 2021 annual increase to \$5 per day, including:
 - The substantial profit for 2020, in addition to the current amount of retained equity;
 - That ANU staff had given up a 2 per cent pay increase during the year, and the APS had experienced a wage freeze; and
 - The loss of positions, including casual positions, at ANU.
- That limiting the 2021 annual increase to \$5 per day would likely result in loss for 2021, however this would be manageable given the current financial position of HECC;
- That from 2022 the annual fee increase would likely return to somewhere between \$6 and \$6.50 per day; and
- That the capital plan be reviewed to determine how the retained equity would be utilised.

The Committee agreed that the 2021 proposed budget would be circulated via email following the meeting, with committee members asked to approve the budget (including the 2021 annual fee increase) via return email.

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

This report was included in the Director's report.

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

The Committee noted its thanks to Vicki and the HECC team, for the fantastic Christmas party, and the huge effort they all put in throughout 2020.

The Committee approved a budget of up to \$5,000 to purchase furniture for the staff room as a way of expressing its thanks and appreciation for a challenging 2020. It was agreed that the Director would identify suitable furniture, with the HECC Management Committee Chairperson to authorise the payment within the committee approved limit.

The meeting adjourned at 6.01pm. The next meeting will be held on Tuesday 9 February 2021.