



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – February 2021

The February 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 9 February 2021, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Vicki McDonald and Katie Pickering.

Apologies

Apologies were received from Adrian Plumb.

Approval of Minutes

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

Approval of Policies

The Committee agreed that any minor amendments to policy documents could be made and implemented, and then tabled at the Committee for noting. All major amendments to policy documents should continue to be tabled at the Committee for discussion, feedback and approval.

Minor amendments include the following:

- Corrections or updates to a title, numbering, hyperlinks, reference to law, another policy document or other relevant documents; and
- Corrections to document formatting, spelling, grammar, or clarity of language.

Chairperson's report

The Chairperson reported the following:

- That there had been an emergency meeting in January to approve access to HECC's bank accounts for the Committee Chairperson and Treasurer, due to the sad passing of HECC's bookkeeper;
- That the Chairperson and Treasurer now had access to the bank accounts, however this was not an efficient system for making payments and involved them being available to make payments from the accounts;
- That it would be helpful if the new bookkeeper could be given access to the accounts to make payments;
- That the two person authentication for all payments would remain;
- That the lesson learnt was that there needed to be processes put in place to avoid the situation of not having access to the bank accounts, as well as system passwords, from occurring in the future.

The Committee discussed:

- that HECC had now put in place a system to securely record passwords to systems (such as MYOB etc.), and to have multiple people trained to process the direct debit and salary sacrifice payments; and
- that given the disappointing experience with the Commonwealth Bank of Australia (CBA) throughout the process of changing the authorities on HECC's bank accounts, HECC would consider moving all accounts to a different bank in the future.

The Committee approved for the new bookkeeper, Chinthia Ferando, to have full authorisation to the following bank accounts, as well as the HECC credit card:

- CBA - Society Cheque Account;
- CBA - Business online Saver;
- CBA - Cheque Account bearing interest;
- CBA - Fundraising Account, and
- Bendigo Bank - Term Deposit Account.

Director's report

The Director reported the following:

- HECC received notice in early February regarding the National Quality Framework (NQF) accreditation process;
- HECC was currently rated as 'Exceeding NQS' in all seven quality areas, and had an overall rating of 'Exceeding NQS';
- The first step in the process was to submit the quality improvement plan, due the following week, which would outline all the improvements HECC had implemented over the last few years;
- Sometime in the coming months HECC would receive 5 days' notice from the regulator that they would be attending the centre to review it;
- Staff had been working hard on things, including coming in on weekends, in the knowledge that accreditation was coming up; and
- Staff currently studying were going well, and the Registered Training Organisation was pleased with the quality of the work of HECC staff.

Workplace health and safety

The Committee discussed the following:

- The carpet in the hallway where the hail came through the roof, was being replaced on the weekend, and was the last of the hail damaged to be repaired;
- That one of the fridges had cracked and broken seals, and was leaking water, and would be replaced;
- There was a cot room and the office remaining to be painted, however there would be no further painting undertaken in the Centre until the accreditation process was completed; and
- The program had been set back up following painting.

Treasurer's report

The Treasurer reported that the profit for 2020 was currently sitting at approximately \$130,000, however the final figure would be reduced slightly. Overall, HECC did well for what was a tough year.

The Committee noted that HECC would need to determine how to spend the amount currently in retained earnings, and discussed potential options for these funds. Further investigation and consideration of this matter would occur in the near future.

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

The Committee noted that HECC staff were very appreciative of the new furniture in the staff room.

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***Annual General Meeting (AGM)***

The Committee noted that the AGM would be held at the end of March.

The meeting adjourned at 6.11pm. The next meeting will be held on Tuesday 9 March 2021.