

Heritage Early Childhood Centre Management Committee Incorporated

Minutes of Meeting

The June 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 9 June 2020.

Present:

Fleur de Crespigny (Chair), Suzie Alcorn (via Zoom), Ryan Bartley, Jeanette Bruce (via Zoom), Katherine Carroll (via Zoom), Emily Hurley, Vicki McDonald, Susan O'Reilly (via Zoom), Brendan Taylor (via Zoom).

Apologies:

Adrian Plumb

Approval of Minutes:

It was agreed that the minutes of the May 2020 meeting would be approved out of session.

Action item: Committee members to approve the minutes of the May 2020 meeting via email, by no later than Monday 15 June 2020.

Approval of Policies:

The Committee approved the proposed revisions to the following policy documents, subject to some minor amendments emailed through to Julia on 9 June 2020:

- Food Safety Policy and Procedures (Food from Home); and
- Nutrition and Oral Hygiene Policy (previously called the Healthy Eating and Dental Hygiene Policy).

The Committee noted that the Emergency and Evacuation Policy was currently under review, and had been circulated to committee members by email on 4 June 2020 requesting feedback. Committee members were asked to email feedback to Julia before the next committee meeting on 14 July 2020.

The Committee also discussed:

- Whether HECC could provide parents with simplified nutritional information, possibly by displaying posters or through Google Classroom, such as simple food swaps that would provide children with more nutritious food choices; and
- That HECC would, on a regular basis, share information with parents on the foods not permitted in the centre due to allergies, possibly through the sign in/out system.

Action item: Committee members to email feedback to Julia on the Emergency and Evacuation Policy by Tuesday 14 July 2020.

Director's report:

The Director reported the following:

- That HECC was expecting to see an increase in the number of children returning from here on, which would mean that relief staff would need to return too;
- That the largest expense for HECC was staffing, so as more children returned the staffing expenses would continue to increase as more relief staff were required; and
- That HECC had seen an increase in sickness recently and that this year they would be stricter in not allowing children to attend while unwell.

The Committee noted their support for HECC being stricter in not allowing children to attend while unwell, particularly given this was consistent with messages being received in workplaces and other educational institutions.

Workplace health and safety:

The Committee noted that ANU had agreed to install new carpet throughout the centre, along with some new air conditioning units. Progress on the renovations had been slow, but HECC were happy with the quality of the work.

President's report:

No report was received for this item.

Treasurer's report:

The Treasurer reported the following:

- That HECC was in a good position financially, given the situation; and
- That there had been a profit in May, and the overall profit for the year was currently at \$63,000 which was lower than previous years but was still a good position to be in.

The Committee also discussed that:

- The current Early Childhood Education and Care Relief Package had be extended until 12 July 2020;
- From 13 July 2020 the Child Care Subsidy (CCS) would return;
- The JobKeeper payment would cease from 20 July 2020 for employees of a CCS approved service;
- Approved early childhood education services would receive a Transition Payment, instead of JobKeeper Payment, for the period 13 July 2020 to 27 September 2020;
- The Transition Payment would be 25 per cent of fee revenue in the relevant reference period;
- That HECC would need to investigate whether the “relevant reference period” fell before or after HECC increased the daily fee for 2020; and
- That the Transition Payment would help put HECC in a reasonable position financially.

Public officer:

No report was received for this item.

Grants officer:

No report was received for this item.

HR matters:

There was nothing to report in relation to this item.

Staff representative:

Ryan Bartley reported that they were looking forward the casual staff returning as this would allow them to get back on top of things.

Fundraising:

The Committee noted that the HECC branded keep cup fundraiser was in progress. An example of the cup had been placed in the HECC foyer, along with order forms. The cups will cost \$25 each, with HECC receiving \$10 for each cup sold.

Social and Cultural:

No report was received for this item.

Matters arising:

Working With Vulnerable People (WWVP) card

Committee members were reminded to provide a copy of their Working with Vulnerable People (WWVP) card to Vicki as soon as possible, if they had not already done so.

Action item: Committee members to provide Vicki with a copy of their Working with Vulnerable People (WWVP) card as soon as possible (if they have not already done so).

The meeting adjourned at 5.45pm. The next meeting will be held on Tuesday 14 July 2020.