

Heritage Early Childhood Centre Management Committee Incorporated

Minutes of Meeting

The May 2020 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 12 May 2020.

Present:

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

Apologies:

Adrian Plumb

Approval of Minutes:

The Minutes from April 2020 HECC Management Committee meeting were approved unanimously.

It was agreed that the Minutes from the Annual General Meeting held on 17 March 2020 would be circulated again by email for out of session approval.

Approval of Policies:

There were two policy documents currently under review, which were circulated to committee members by email on 4 May 2020:

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

Action Item: Committee members were asked to provide any feedback on these policy documents to Julia by the end of the following week (22 May 2020).

Director's report:

The Director reported the following:

- HECC had seen an increase in the number of children attending each day, and were expecting more to return the coming weeks;
- A key focus was ensuring staff ratios were correct;
- HECC had encouraged parents, where they could, to either bring children in later in the morning and pick them up later in the afternoon, or to bring them in earlier in the morning and pick them up earlier in the afternoon, which appeared to be working;
- Some families had accepted new positions with HECC, however would not be taking up the positions until government funding conditions changed, which would assist greatly;
- There was uncertainty as to how long the current funding arrangements would remain in place, this could be extended out until September;
- The painting in the preschool room was currently at a standstill, it was expected that the windows would be replaced during the following weekend (16-17 May), the new carpet would then be installed the following week, and that the lino should also be replaced soon;

- HECC had tried to find another room on campus to use during the renovations, however a room had not been forthcoming, and as a result HECC may need to share rooms with the University Preschool and Child Care Centre (UPCCC).

Workplace health and safety:

There was nothing to discuss in relation to this item.

President's report:

There was nothing further to add to the discussion under the other agenda items.

Treasurer's report:

The Treasurer reported the following:

- There was a profit in April 2020 due to receiving an adjustment from the ATO, as well as other additional government funding;
- That HECC was currently in an ok position financially;
- If current government funding arrangements were still in place in July 2020, HECC would need to start using some funds from reserves.

Public officer:

No report was received for this item.

Grants officer:

No report was received for this item.

HR matters:

There was nothing to discuss in relation to this item.

Staff representative:

Katie Pickering reported the following:

- HECC would scale back resources in Google Classroom from the following week due to the expected higher number of children attending the centre, as educators would be needed on the floor;
- That there had been lots of opportunity for staff to undertake personal development activities and training during the past few months;
- The plan moving forward would be to use Google Classroom for fundraising activities, such as the Art Night, Zoom discos, Olympics etc.

Fundraising:

The Committee discussed that a fundraiser was ready to go for HECC branded sustainable coffee cups, however as cafes were not currently accepting reusable cups this fundraiser would be held off until a later time.

Social and Cultural:

No report was received for this item.

Matters arising:

The Committee discussed that ANU wanted HECC to sign a lease renewal agreement for a period of 7 years, which appeared to be a standard lease period. Adrian Plumb had received

legal advice on the proposed lease agreement, and the feedback from the lawyer appeared fine, however he had responded to the lawyer requesting further information regarding the length of time HECC would need to take out personal liability insurance for. It was recommended to the Committee that the lease agreement be signed. The Committee unanimously agreed with the recommended to go ahead and sign the lease agreement for a 7 year period.

Meeting adjourned at 6pm, next meeting Tuesday 9 June 2020.