



# Heritage Early Childhood Centre Management Committee

## Minutes of Meeting – April 2021

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The April 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5.30pm on Tuesday 13 April 2021, in person.

### **Present**

Fleur de Crespigny (Chair), Suzie Alcorn, Emily Hurley, Karen Ikin, Vicki McDonald, Susan O'Reilly, Katie Pickering, Sophie Swan, Brendon Taylor, and Nan Zhu.

### **Item 1: Apologies and announcements**

Apologies were received from Adrian Plumb.

### **Item 2: Approval of Minutes**

The Minutes from the March 2021 HECC Management Committee meeting were approved.

### **Item 3: Policy items**

There were no matters to discuss under this item.

### **Item 4: Director's report**

The Director welcomed the new members to the committee, and advised the following:

- That HECC had recently gone through the accreditation process, which had been a very busy and stressful time for staff;
- That the accreditation report was currently in the draft stage; and
- That HECC should receive the final report and grading within the next two weeks.

### **Item 5: Workplace health and safety**

No report was received for this item.

### **Item 6: Chairperson's report**

The Chairperson reported that they had recently held a discussion with Vicki as Director of HECC. The discussion was a result of a previous Committee discussion around monitoring the performance of the Director. The conversation went well, and there were no concerns with Vicki's performance. Over the next 4-6 months a performance statement would be prepared for the Director role. It was noted that Vicki already had documented a lot of what will be included in the performance statement, but it would be good to have a specific statement for the role.

**Item 7: Treasurer's report**

The Treasurer advised the Committee that:

- HECC was currently in a very good financial situation;
- A priority for the Committee in 2021 should be to utilise some of the funds, possibly \$200,000-\$250,000, currently sitting in the capital account;
- The financial position would have been very different had the government not provided HECC a number of grants throughout 2020; and
- The 2021 year-to-date spend was approximately \$80,000 over budget, however this could be attributed to a month with three pay cycles, and additional funds spent in preparation for HECC's accreditation.

**Item 8: Public Officer's report**

No report was received for this item.

**Item 9: Grants Officer's report**

No report was received for this item.

**Item 10: Staff Representative's report**

Katie Pickering advised the Committee that:

- Anthea from the Toddler Room had recently finished at HECC;
- A previous HECC staff member would be returning to work in the Toddler Room shortly;
- The Toddler Room was looking to split into two groups of 10 children each, and would include a group of older children and a group of younger children;
- HECC was looking to rename the rooms, currently the Nursery Room, Toddler Room and Preschool Room, given the names do not always accurately reflect of the age of all children within the rooms; and
- Educators were looking at using Australian plant names for the rooms, and the new names would be announced in the newsletter due to be sent out by the end of the week.

**Item 11: Fundraising/Social and Cultural Officer's report**

No report was received for this item.

**Item 12: Other Business**

There were no items of other business.

**The meeting adjourned at 5.58pm. The next Committee meeting will be held on Tuesday 11 May 2021.**