



Heritage Early Childhood Centre Management Committee

Minutes of Meeting – May 2021

The May 2021 meeting of the Heritage Early Childhood Centre (HECC) Management Committee Incorporated was held at 5pm on Tuesday 11 May 2021, in person and via Zoom.

Present

Fleur de Crespigny (Chair), Suzie Alcorn, Karen Ikin, Vicki McDonald, Katie Pickering, Sophie Swan, Brendon Taylor and Nan Zhu (via Zoom).

Item 1: Apologies and announcements

Apologies were received from Emily Hurley and Adrian Plumb.

Item 2: Approval of Minutes

The minutes of the HECC 2021 Annual General Meeting were approved. The minutes of the April 2021 HECC Management Committee meeting were approved, subject to a minor amendment.

Item 3: Policy items

Committee members were asked to review the Creating Inclusion and Equity Policy, and provide feedback to Julia (juliacharters07@gmail.com) prior to the June committee meeting.

Item 4: Director's report

The Director reported that HECC had received an overall rating of 'Exceeding' in the accreditation report. Six out of the seven quality areas received a rating of 'exceeding', with the quality area, QA2 *Children's health and safety*, receiving a rating of 'Meeting'. One of the concerns from the assessors related to QA2 was the lack of soft fall flooring around some play equipment etc. HECC had discussed the rating for this particular quality area at length with the assessors, as the lack of soft fall flooring etc. aligns with HECC's philosophy of risk taking and allowing children to manage risks. The report included some really positive comments on education, governance, relationships with children, which was very pleasing.

The Committee also noted the following:

- HECC was happy with how the rooms were currently operating, and that the transition to the two groups in the Toddler Room had been a big effort, but was working well;
- Hannah would be permanently moving to the Preschool Room;
- Bing would be filling in for Hannah;
- There was a new staff member working full-time in the nursery;
- The staff training day would be held on Friday 9 July, and parents would be informed of this shortly;
- HECC was looking at forming a link between childcare and aged care, and that there was a parent who was able to assist with this.

The Committee approved a budget of \$2,000 for HECC to spend on a night out for staff to celebrate the great outcome of the accreditation process, and to acknowledge the difficult start to the year as a result of the loss of Marg and the additional work of the staff in supporting the accreditation process.

Item 5: Workplace health and safety report

The Committee noted that possums were currently the main issue, particularly on the back deck. Not only were they creating a mess on the back deck daily, they had also approached children who were on the deck eating their food. A report had been submitted to ANU about the issue, however long-term HECC may need to consider building in the deck to avoid the issue.

The Committee noted that the issue with staff toilet, reported at a previous committee meeting, would be progressed in May.

Item 6: Chairperson's report

No report was received for this item.

Item 7: Treasurer's report

The Committee noted:

- that financially things were tracking well so far in 2021;
- there had been approximately \$2,000 spent on toys and equipment in the previous month, and that this was for the soft fall mats required for accreditation.

Item 8: Public officer

No report was received for this item.

Item 9: Grants officer

No report was received for this item.

Item 10: Staff representative report

The Committee noted that the Family Day held on 6 May had gone well, and that it was great to see the number of educators who had volunteered to stay back and help out with the event.

HECC was currently considering future events, which would likely include a PJ day, and something related to health.

Item 11: Fundraising/Social and Cultural Report

No report was received for this item.

Item 12: Other Business

Committee members were reminded to submit their PA Form and WWVP checks to Vicki as soon as possible, if they have not already done so.

The meeting adjourned at 6.00pm. The next Committee meeting will be held on Tuesday 15 June 2021 (postponed from 8 June 2021).