Our Vision

A City which values its heritage, cultural diversity, sense of place and natural environment.

A progressive City which is prosperous, sustainable and socially cohesive, with a strong community spirit.
To all Members of the St Peters Child Care Centre & Pre-School Committee

Committee Members
- Cr Evonne Moore (Presiding Member)
- Cr Kester Moorhouse
- Ms Monica Di Lernia
- Ms Georgia Brodribb
- Mr Bill Fuller

Staff
- Sharon Perkins (General Manager, Corporate Services)
- Alice Parsons (Director, St Peters Child Care Centre & Pre-School)

NOTICE OF MEETING

I wish to advise that pursuant to Sections 87 and 88 of the Local Government Act 1999, the next Ordinary Meeting of the St Peters Child Care Centre & Pre-School Committee, will be held in the Staff Room, St Peters Child Care Centre, 42-44 Henry Street, Stepney on:

Monday 24 February 2020, commencing at 5.30pm

Please advise Sharon Perkins on 83664585 or email sperkins@npsp.sa.gov.au, if you are unable to attend this meeting or will be late.

Yours faithfully

Mario Barone
CHIEF EXECUTIVE OFFICER
1. CONFIRMATION OF THE MINUTES OF THE MEETING OF THE ST PETERS CHILD CARE CENTRE & PRE-SCHOOL COMMITTEE HELD ON 28 OCTOBER 2019 .......................................................... 1

2. PRESIDING MEMBER’S COMMUNICATION .................................................................................................................. 1

3. QUESTIONS WITHOUT NOTICE ........................................................................................................................................ 1

4. QUESTIONS WITH NOTICE .............................................................................................................................................. 1

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VENUE
Staff Room, St Peters Child Care Centre & Pre-school

HOUR

PRESENT
Committee Members
Staff

APOLOGIES

ABSENT

TERMS OF REFERENCE:
The St Peters Child Care Centre & Pre-School Committee is established to fulfil the following functions:
• to provide feedback on the St Peters Child Care & Pre-School Centre’s Strategic Plan and Business Plan;
• to undertake general oversight of issues related to child welfare, programming and safety of the Centre; and
• to execute such powers as the Council may lawfully delegate to it.

1. CONFIRMATION OF THE MINUTES OF THE MEETING OF THE ST PETERS CHILD CARE CENTRE & PRE-SCHOOL COMMITTEE HELD ON 28 OCTOBER 2019

2. PRESIDING MEMBER’S COMMUNICATION

3. QUESTIONS WITHOUT NOTICE

4. QUESTIONS WITH NOTICE
Nil

5. WRITTEN NOTICES OF MOTION
Nil

6. STAFF REPORTS
6.1 DIRECTORS QUARTERLY ACTIVITY REPORT – DECEMBER 2019

REPORT AUTHOR: Director, St Peters Child Care Centre & Preschool
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: S/00913
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this Quarterly report is to provide information in respect to the following:

- Provide feedback on the Centre’s Strategic Plan and Business Plan prepared by Centre Management for the Child Care Centre.
- Undertake, under the direction of Council and on behalf of Council, the general oversight of issues related to child welfare, programming and safety of the Centre.
- To execute such powers as the Council may lawfully delegate to it.
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed in the terms of Reference or to achieving its objectives.

This report provides the Committee with a status report on the activities of the St Peters Child Care Centre & Preschool for the period 31 December 2019.

BACKGROUND

The Centre has been in operation since 1976. The Centre is licenced to accommodate 105 children per day, however to ensure the high quality of care the Centre is known for is maintained, the number of available places has been capped at an average of 94 places per day and 98 places during the 4th Term. The Centre provides care for babies from six (6) weeks old through to children aged up to and including five (5) years of age.

The key activities completed during the Quarter ended December 2019, together with actions completed in previous Quarters, as required by the Centre’s Strategic and Business Plans, are included in the Discussion Section of this report.

RELEVANT STRATEGIC DIRECTIONS & POLICIES

This report informs the Council on the St Peters Child Care Centre & Preschool activities and supports Council attaining:

Outcome 1: Social Equity: A connected, accessible and pedestrian-friendly community

Objective 1: Convenient and accessible services, information and facilities.
Strategy 1.2: Maximise access to services, facilities, information and activities.
Strategy 1.3: Design and provide safe, high quality facilities and spaces for people of all backgrounds, ages and abilities.

Objective 4: A strong, healthy, resilient and inclusive community.
Strategy 4.2: Encourage and provide opportunities for lifelong learning.
Strategy 4.3: Provide spaces and facilities for people to meet, learn and connect with each other.

The operations of Childcare Centres and Preschools are governed by the National Quality Framework. The Centre’s policies and procedures are reviewed and updated over a twelve (12) month to two (2) year period, in line with National Quality Standards and the Centre’s Continuous Review Policy.
FINANCIAL AND BUDGET IMPLICATIONS
Not Applicable.

EXTERNAL ECONOMIC IMPLICATIONS
Nil

SOCIAL ISSUES
The Centre actively promotes a policy of inclusion for all children and their families.
The information provided in the report has no direct social issues which need to be considered.

CULTURAL ISSUES
Not Applicable.

ENVIRONMENTAL ISSUES
Not Applicable.

RESOURCE ISSUES
Not Applicable.

RISK MANAGEMENT
Not Applicable.

CONSULTATION
- Committee Members
  Not Applicable
- Community
  Not Applicable
- Staff
  Not Applicable
- Other Agencies
  Not Applicable
DISCUSSION

Child Numbers

The Centre is licensed for a maximum of 105 children daily; however to ensure a high quality of care, the daily attendance numbers are capped at an average of 94 long day care places per day. Based on current staffing levels, the Centre has capacity for up to 28 under two (2) year old, up to 30 two (2) to three (3) year old and up to 36 over three (3) year old. The mix of the numbers per age group may change on a needs basis. The average number of children for which services were provided for the December 2019 quarter is detailed in Table 1 below.

<table>
<thead>
<tr>
<th>TABLE 1: CHILD NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age of Child</strong></td>
</tr>
<tr>
<td>Under Twos (2) (6 weeks - 24 months)</td>
</tr>
<tr>
<td>Emerald Room</td>
</tr>
<tr>
<td>Ruby Room</td>
</tr>
<tr>
<td>Over Twos (2) (2 years to 3 years)</td>
</tr>
<tr>
<td>Aquamarine Room</td>
</tr>
<tr>
<td>Diamond Room</td>
</tr>
<tr>
<td>Over Threes (3) (3 years to 4 years)</td>
</tr>
<tr>
<td>Amethyst Room</td>
</tr>
<tr>
<td>Preschool (4 years to 5 years)</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>Number of sessions where 90 children attended for the quarter</td>
</tr>
</tbody>
</table>

Average Attendance – Year to Date 92.02

While the Centre has the staff required to accommodate up to an average of 94 places per day, due to a recent increase in new Centres being opened within the City and across the metropolitan area in general, the 2019-2020 Income budget was based on 90 places.

As detailed in Table 1 above, the December 2019 Quarter exceeded the budgeted capacity of 90 places per day. The higher than budgeted capacity is due to the desire for the Centre to meet the demand for care from Tuesday through to Thursday.

As detailed in Figure 1 below, the March and June Quarters traditionally have low attendance numbers, so while the attendance numbers for the last two Quarters have been at or exceeding budgeted attendances, the challenge is to be in a position to maintain the budgeted occupancy for the March and June Quarters.
To minimise the impact when attendance numbers are below budget, Staff rostered days off (RDO) are scheduled for the days where the attendance numbers are low, reducing the need for casual shifts to cover for staff who are on an RDO.

**Educator to Child Ratios**

The Centre is required by the National Quality Standards to maintain a minimum Educator to Child Ratio at all times. The minimum Educator to Child ratios are detailed in Table 2.

<table>
<thead>
<tr>
<th>Age Grouping</th>
<th>Educator to Child Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24 months</td>
<td>1:4</td>
</tr>
<tr>
<td>25 months – 36 months</td>
<td>1:5</td>
</tr>
<tr>
<td>37 months to 5 years</td>
<td>1:10</td>
</tr>
</tbody>
</table>

As illustrated in Figure 2, due to the lower than expected enrolments, the Centre has exceeded the minimum child to staff ratios for the March 2019 and June 2019 Quarters. For the December 2019 Quarter, the Centre has exceeded the minimum child to staff ratio in the Over three year old age group and the under two year age group.

**FIGURE 2: STAFF TO CHILD RATIO**
Staffing

To ensure that the Centre meets the required staff to child ratios, the Full-time Equivalent Educator positions required are:

- Under 2’s 7.00 FTE
- 2-3 years 6.00 FTE
- Over 3’s 4.00 FTE

To ensure the ongoing continuity of care, during periods of staff absences, the Centre utilises Educators from within the casual pool. Not only does this ensure that children are cared for by familiar Educators when their primary care givers are absent from the Centre, it ensures that operational costs are maintained, as there is less reliance on engaging temporary contract staff through temporary contract labour hire agencies to cover absences.

As shown in Figure 3 below, the staff numbers have kept relatively steady. For the December Quarter, the Centre had 19 permanent employees, which consist of three (3) management and support staff, eleven (11) full-time Educators, five (5) part-time Educators. The permanent staff were supported by nine (9) casual staff which back fill planned and unplanned absences, vacancies and short shift cover for lunch breaks, Centre opens and closes. At the time of writing this report, the Centre has two (2) Educator vacancies, one (1) being for a Team Leader and the second being a maternity leave placement for a Qualified Educator. In addition, the Centres cook has recently resigned. This position is being backfilled by temporary staff while the recruitment process occurs.

**FIGURE 3: STAFF NUMBERS BY EMPLOYMENT CATEGORY**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Mgmt &amp; Admin</td>
<td>7</td>
<td>6</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>9</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Child Care Workers Full-time</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>11</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Child Care Workers Part-time</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td>3</td>
</tr>
</tbody>
</table>

Universal Access to Early Childhood Education

Funding can be claimed for every four (4) year old child who remains at the Centre in the twelve (12) months prior to full-time schooling and has access to fifteen (15) hours of preschool services, providing the child is not accessing a preschool service from another external service, such as a Department of Education Preschool or Kindergarten.

For the year-to-date period to December 2019, the Centre has received $4,214, under the Universal Access Scheme for the children utilising the Centre for the pre-school service. The funding has been used to offset the salary costs of the Early Childhood Teachers.
National Quality Standard

Staff practices, policies and procedures are continually reviewed in line with the new National Quality Standards and a Quality Improvement Plan has been completed. The Centre has undergone a round of Rating and Assessment. The Centre received an overall rating of ‘Meeting’ under the revised framework.

The seven (7) areas identified under the National Quality Standard are:

- Educational program and practice
- Children’s health and safety
- Physical environment
- Staffing arrangements (including the number of staff looking after children)
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

The Centre has been rated as ‘Meeting’ the standards set under the revised The National Quality Framework which came into effect on 1 February 2018, having met all of the forty (40) of the elements.

While under the National Quality Standards, the Centre is to be regularly assessed, the details of the timing of the next review are unknown.

Strategic Plan

The Centre’s Strategic and Business Plans have been approved by the Committee and the Council. The Centre's Business Plan established Key Result Areas/Targets. The achievement of the outcomes up to September 2019, are contained in Attachment A.

OPTIONS

Not Applicable

CONCLUSION

The St Peters Child Care Centre & Pre-school is recognised as a leader in the provision of high quality child care. It is expected that this will continue. The Centre on average for the December quarter has 93 children accessing the service on a daily basis, with an expectation that this will increase throughout the year. Despite the increase in licenced places the Centre continues to maintain a waiting list for 2020, with a significant proportion of these referrals coming from word of mouth.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.
## TARGET 1

**Key Results:** Achievement of meeting National Quality Standard  
**Performance Indicator:** Rating for all 7 Quality areas  
**Targets:** Achievement of Meeting National Quality Standards in all seven areas.

The KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop &amp; review Centres QIP (Quality Improvement Plan)</td>
<td>• The Quality Improvement Plan is a ‘living’ document which is constantly reviewed, and is currently displayed next to quality area display boards to encourage Parents and Carers to participate in the process with ideas.</td>
</tr>
<tr>
<td>• QIP to support a Meeting rating in the Rating and Assessment Report</td>
<td>• Meeting has been reached in all 7 Quality Areas of the revised National Quality Framework on the 10 October 2018</td>
</tr>
</tbody>
</table>
| • Implement actions developed within the Centres Quality Improvement Plan | • Continuously being reviewed to document outcomes achieved and progress made.  
• Client Survey distributed bi-annually to obtain comments from Parents and Carers in relation to the Quality Areas. |

## TARGET 2

**Key Results:** High standard of programming  
**Performance Indicator:** Annual customer survey rating  
**Targets:** High standard reported in bi-annual customer survey

The survey was distributed in May 2018.

The KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| • Programs to be user friendly and easy to read. | • The program has been extended to include clear intentional teaching and to demonstrate how programing and learning is linked within the Centre.  
• The Educational Leader has two and a half (2.5) hours per week allocated to assist rooms with any programming questions and or current research.  
• “Journey” a programing smart phone app is in the process of being implemented throughout the Centre. |
| • Provide opportunities for families to comment on programs, be involved in children’s learning & children’s developmental progress. | • End of Term reports and children’s folders were sent home to Parents and Carers in September 2019. The feedback received from Parents and Carers will help guide individual goals for the remainder of the year.  
• Each program displayed also has a parent comment section. |
| • Induction & training to ensure current practices & programs are current with new theories & legislation. | • All staff participated in a meeting in which information was shared about the Centre’s operational expectations.  
• One (1) Educator is studying towards their Diploma in Children Service’s. |
## TARGET 3

**Key Results:** High standard of child care facilities  
**Performance Indicator:** Number of urgent maintenance requests  
**Targets:** Nil urgent maintenance requests  

The proposed KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| • Budget to reflect funds required to maintain building and equipment. | 2019-2020 Budget was developed to ensure that the funds required continue to be available.  
| • Capital projects identified to ensure current facilities are maintained and upgrades of facilities implemented. | No urgent maintenance requests are outstanding.  
| • Flooring is being replaced as part of the 2019-2020 Building Works Program. |

## TARGET 4

**Key Results:** Optimum customer service and satisfaction  
**Performance Indicator:** Biennial Customer Survey Results  
**Targets:** High rating reported in biennial customer survey  

The proposed KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| • Annual customer satisfaction survey seeking parent feedback on how the Centre is meeting families’ needs and expectations. | Survey results have indicated that there is a positive perception of the service and the quality of care provided by the Centre. Minimal improvements were requested and or identified.  
| • Develop strategies & implement actions addressing feedback from customer satisfaction survey | Issues raised as part of the Survey feedback is being addressed in conjunction with the continual review of the Quality Improvement Plan (Plan), to ensure that the Plan reflects changes and improvements to services and practices which aim to achieve positive outcomes for families. |
| • Email Parents about any changes to the service, for Parent input and invitations to join in advents | The following information has been emailed to Parents and Carers:  
| | the Centre Newsletter which was distributed in October 2019, included;  
| | • updates in relation to staff movements;  
| | • notice of upcoming special events;  
| | • information regarding “journeys” communication app;  
| | • Enrolment details for 2020;  
| | • Information and feedback required to support the ‘Smith Family’ fundraiser; and  
| | • any Casual bookings. |
| • Provide opportunities for parent involvement through formal & informal events, fundraising, policy reviews & programming. | Thursday, 17 October 2019, Parent Teacher interviews were held.  
| | Saturday, 26 October 2019, Shoot SA family photo day.  
| | Friday, 8 November 2019, commenced collections for backpacks for SA kids.  
| | Wednesday, 11 December 2019, Preschool Graduation.  
| | Wednesday, 11 December 2019, Centre Christmas celebration.  
| | On-going, ‘The Smith Family’ recycling fundraiser. |
**St Peters Child Care Centre & Pre-School**  
**Strategic Plan Update**

- Comparison of existing Centre fees & services offered with other nearby providers is reviewed & implement opportunities as appropriate.  
- Fee and service comparison completed December 2019.

### TARGET 5

**Key Results:** Positive relationships with other educational organisations.  
**Performance Indicator:** Continuation of visits by educational organisations.  
**Targets:** Maintain positive relationship

<table>
<thead>
<tr>
<th>The proposed KRA actions and outcomes were:</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions</strong></td>
<td><strong>Outcome</strong></td>
</tr>
<tr>
<td>Continue to implement annual benchmarking with other community based Child Care Services.</td>
<td>Two (2) rooms completed their bench marking visit to another Centres.</td>
</tr>
</tbody>
</table>
| Continue to implement special events & source local community resources within the learning curriculum. | All week, 23 – 25 October 2019, DIWALI celebrations and activities.  
  - Saturday, 26 October 2019 – Shoot SA family photo day.  
  - Monday, 25 October 2019, Road Safety School excursion, Amethyst Room.  
  - Friday, 8 November 2019, backpacks for SA kids collection started.  
  - Wednesday, 11 December 2019, Preschool Graduation.  
  - Wednesday, 11 December 2019, Centre Christmas celebration.  
  - On-going, 2019, 'The Smith Family' recycling fundraiser |
| Continue to access professional support & existing partnerships with Lady Gowrie Training & Resources, Inclusive Directions, DECD. | Lady Gowrie is currently being accessed to assist in providing support for a child with learning and development issues. |

### OTHER BUSINESS PLAN ACTIONS

**Develop a succession plan for all staff**  
Objective: Continue to provide a stable staff environment

<table>
<thead>
<tr>
<th><strong>Actions</strong></th>
<th><strong>Outcome</strong></th>
</tr>
</thead>
</table>
| Develop staff training programs to work towards professional development goals and career advancement to support the succession plan. | All training, which is currently being undertaken, reflects the Council’s EMPOWER Personal Development System to identify the skill required to support transition to the National Quality Standards.  
  - A professional learning plan has been developed and training arranged to support the achievement of EMPOWER goals and the Centres Quality Improvement Plan. |
| Continue to recruit highly qualified and experienced staff. | The Centre currently has one (1) Educator who is working towards Diploma level qualifications or above. |
| A succession plan to be developed and will be reviewed annually. | Developed and reflects the new staffing plan. |
7. **OTHER BUSINESS**  
   (Of an urgent nature only)

8. **NEXT MEETING**  
   Monday 25 May 2020

9. **CLOSURE**