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

HOUR  5.51pm

PRESENT

Committee Members  Cr Evonne Moore (Presiding Member)
Cr Kester Moorhouse
Ms Georgia Brodribb

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

APOLOGIES  Mr Bill Fuller

ABSENT  Ms Monica Di Lernia

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

Cr Moorhouse moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 28 October 2019 be taken as read and confirmed. Seconded by Ms Georgia Brodribb and carried.

2. PRESIDING MEMBER’S COMMUNICATION

Nil

3. QUESTIONS WITHOUT NOTICE

3.1 Aquamarine Room – Thoroughfare from Linde Reserve

Ms Brodribb moved:

That given the safety concerns raised by staff and the need to use the Aquamarine Room as the thoroughfare to the Centre, the Committee resolves not to pursue the installation of gates to allow parents access to the Centre from Linde Reserve.

Seconded by Cr Moorhouse and carried.

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 an as needs basis. The average number of children for which services were provided for the December 2019 quarter is detailed in Table 1 below.

TABLE 1: CHILD NUMBERS

<table>
<thead>
<tr>
<th>Age of Child</th>
<th>Staffing Ratio</th>
<th>Number Allowed at the Centre (maximum)</th>
<th>Number of Children - Average for the Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>This Year</td>
</tr>
<tr>
<td>Under Twos (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6 weeks - 24 months)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerald Room</td>
<td>1:4</td>
<td>12</td>
<td>11.91</td>
</tr>
<tr>
<td>Ruby Room</td>
<td>1:4</td>
<td>16</td>
<td>16.57</td>
</tr>
<tr>
<td>Over Twos (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 years to 3 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquamarine Room</td>
<td>1:5</td>
<td>15</td>
<td>13.63</td>
</tr>
<tr>
<td>Diamond Room</td>
<td>1:5</td>
<td>15</td>
<td>16.70</td>
</tr>
<tr>
<td>Over Threes (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 years to 4 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amethyst Room</td>
<td>1:10</td>
<td>18</td>
<td>16.95</td>
</tr>
<tr>
<td>Preschool</td>
<td>1:10</td>
<td>18</td>
<td>18.00</td>
</tr>
<tr>
<td>(4 years to 5 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>94</td>
<td>93.76</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td>-</td>
<td>90.00</td>
</tr>
<tr>
<td>Number of sessions where 90 children attended for the quarter</td>
<td>39 days out of a total of 61 days</td>
<td>45 days out of a total of 60 days</td>
<td></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 exceed the minimum child to staff ratio in the Over three year old age group and the under two year age group.
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 Centre’s cook has recently resigned. This position is being backfilled by temporary staff while the recruitment process occurs.

FIGURE 3: STAFF NUMBERS BY EMPLOYMENT CATEGORY

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.

Cr Moorhouse moved:

That the report be received and noted.

Seconded by Ms Georgia Brodribb and carried.
7. OTHER BUSINESS
   Nil

8. NEXT MEETING
   Monday 25 May 2020

9. CLOSURE
   There being no further business the Presiding Member declared the meeting closed at 6.11pm.

____________________________________
Cr Evonne Moore
PRESIDING MEMBER

Minutes Confirmed on ____________________________
   (date)