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 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 25 May 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 24 FEBRUARY 2020 .......................................................... 1

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

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

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

5. WRITTEN NOTICES OF MOTION ........................................................................................... 1

6. STAFF REPORTS ..................................................................................................................... 1

   6.1 DIRECTORS QUARTERLY ACTIVITY REPORT – MARCH 2020 ............................................. 2

7. OTHER BUSINESS ................................................................................................................... 10

8. NEXT MEETING ..................................................................................................................... 10

9. CLOSURE ............................................................................................................................... 10
VENUE
Staff Room, St Peters Child Care Centre & Pre-school

HOUR

PRESENT
Committee Members
Staff

APOLOGIES
Mr Bill Fuller

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 24 FEBRUARY 2020

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 – MARCH 2020

REPORT AUTHOR: Director, St Peters Child Care Centre & Preschool
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8366 4585
FILE REFERENCE: QA61019/A20520
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 27 March 2020.

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 March 2020, 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.

COVID-19 IMPLICATIONS

The provision of long day-care service is considered to be an essential service, and therefore continued to operate through the height of the pandemic. The initial response from the Federal Government to minimise the impact on families, was to pass a number of legislative amendments which allowed the Minister for Education to:

- increase the number of days that a family can continue to claim the Child Care Subsidy in cases where a child is absent from child care for more than the currently allowable 42 days;
- provide a families access to additional absences, without the need for evidence in relation to COVID-19; and
- waive the current obligation of child care services to require a family to pay gap fees if the service is forced to close.

To ensure that child care services remain viable and to enable staff to be paid during any closure, Centre’s will continue to be paid the Child Care Subsidy, which can be up to 85 per cent of the daily cost of a child’s care, if they are directed to temporarily close, due to the COVID-19 pandemic.

What this meant for the St Peters Child Care Centre & Preschool (the Centre) was that it was continuing to receive the Child Care subsidy and the gap fee for each child enrolled.

During the height of the pandemic, a number of families withdrew their children from the services across the country, therefore Childcare Centres were experiencing a rapid reduction in income but due to the licencing conditions, which specify minimum Educator to Child ratios and employment agreements, could not reduce the operating costs to meet the loss of income.

At the height of the Pandemic, 24 families had withdrawn their children from the Centre, which equated to 54 vacancies across the week and a loss of revenue of $5,454 per week and a further $71,000 loss in revenue for the June Quarter. In addition, a further 21 families retained their space at the Centre however elected not to send their children to the Centre.
As these families had decided to utilise their allowed absences, the Centre continued to receive the Child Care Subsidy that these families were eligible to receive. In these circumstances, the Centre was also required to charge the Gap fee, with the Gap fee being the difference between the Centres’ daily rate and the Child Care Subsidy that the family is eligible to claim and receive.

Given the increasing number of families, across Australia, withdrawing from childcare and other families experiencing some resentment in having to continue to pay the Gap fee, when the extent of the voluntary removal of their children from care was unknown, the Federal Government announced on 2 April 2020, that child care would be free from 6 April 2020 until 28 June 2020 and the Childcare Subsidy Scheme was suspended and replaced with an Early Childhood Education and Care Relief Package.

The funding arrangements under the Early Childhood Education and Care Relief Package are:

- 50% of the Centres fee revenue based on the reference fortnight ended 2 March 2020; and
- JobKeeper Payment for eligible employees.

As Local Government is ineligible for the JobKeeper Payment, for Council operated Childcare Centres, the income halved as a result of the Federal Government policy decision to provide free childcare through the COVID-19 pandemic. For this Council, prior to COVID-19, the average weekly fee income for the June quarter was estimated to be $45,000, which was made up of the Child Care Subsidy and Gap Fee compared to the weekly Early Childhood Education and Care Relief payment of $19,600.

Following an approach by the Local Government Association on behalf of Council operated Child Care Centres, the State Government announced that, through its Community and Jobs Support Fund, it will match the Federal Government’s standard payments payable under the Early Childhood Education and Care Relief Package. This means that the St Peters Child Care Centre and Pre-school, will receive $235,200 from the State Government’s Community and Jobs Support Fund.

As the reference fortnight, which the package income is based on, is a below capacity fortnight, as the Centre, like many childcare centres, transition new enrolments in over February and March rather than having all new enrolments commence at the start of term.

As a result, the Centre is under-funded for at least five (5) enrolments. In addition, the Centre has a number of families that are not eligible for the Child Care Subsidy and therefore have not applied for a Customer Reference Number (CRN) and therefore these families are not included in the reference week. Despite the additional State Government assistance, the Centre’s income will experience a revenue shortfall in the order of $70,000.

In response to the health implications of the pandemic, the following initiatives were introduced to reduce the spread of COVID-19:

- reinforced the importance of hand hygiene to both Staff and the Children attending the Centre;
- staff and families were advised that if they were unwell, not to attend the Centre;
- restriction of access to Council facilities to essential persons only;
- establishment of a hand hygiene station outside the main entrance of the Centre;
- introduced a main door drop-off and pick-up routine, to minimise the number of people coming in and out of the Centre;
- outdoor sleep time (weather dependent)
- daily temperature checks;
- increased cleaning of high touch surfaces; and
- in-line with social distancing restrictions, suspended excursions and special events.
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 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>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Under Twos (2)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6 weeks - 24 months)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerald Room</td>
<td>1:4</td>
<td>12</td>
<td>9.18</td>
<td>9.25</td>
<td></td>
</tr>
<tr>
<td>Ruby Room</td>
<td>1:4</td>
<td>16</td>
<td>14.79</td>
<td>14.96</td>
<td></td>
</tr>
<tr>
<td><strong>Over Twos (2)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2 years to 3 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquamarine Room</td>
<td>1:5</td>
<td>15</td>
<td>12.85</td>
<td>12.80</td>
<td></td>
</tr>
<tr>
<td>Diamond Room</td>
<td>1:5</td>
<td>15</td>
<td>12.20</td>
<td>14.11</td>
<td></td>
</tr>
<tr>
<td><strong>Over Threes (3)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 years to 4 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amethyst Room</td>
<td>1:10</td>
<td>18</td>
<td>14.98</td>
<td>15.69</td>
<td></td>
</tr>
<tr>
<td>(4 years to 5 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool</td>
<td>1:10</td>
<td>18</td>
<td>16.22</td>
<td>14.75</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>94</td>
<td>80.22</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90.00</td>
</tr>
<tr>
<td>Number of sessions where 90 children attended for the quarter</td>
<td>20 days out of a total of 62 days</td>
<td>17 days out of a total of 63 days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Average attendance – Year to Date
88.08

As detailed in Table 1 above, the March 2020 Quarter is below the desired capacity. Although it is not unusual for the Centre to slowly build capacity in the first few months of the year, due to the COVID-19 Pandemic this has impacted attendances.
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 March and June Quarters. As a result of the COVID-19 Pandemic, attendance numbers for March were significantly down, with 24 families forgiving their place within the Centre and an additional 21 families electing not to send their children. To minimise the impact of the decrease, vacant staff positions were not recruited and the rostered hours for casual staff were reduced.

**FIGURE 1: CHILD NUMBERS**

![Graph showing child numbers from June 2017 to March 2020](image-url)

**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 2 – MINIMUM EDUCATOR TO CHILD RATIOS**

<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 2020 Quarter.
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, permanent staff are supported by pool of casual staff who back fill planned and unplanned absences, vacancies and short shift cover for lunch breaks, Centre open and closes. 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, there are three vacant full-time positions. These vacancies have arisen due to maternity leave and staff electing to change their employment conditions to casuals. The increase in the part-time staff is due to staff who had previously been on maternity leave, returning to the Centre in a part time capacity.

In addition, the Centre cook has recently resigned. The position is being backfilled by temporary staff while the recruitment process takes place.

With the decline in attendance numbers due to the COVID-19 Pandemic, the recruitment process was placed on hold. The recruitment will resume once the State moves out of the COVID-19 restrictions are eased and occupancy increases and staff are required to meet the Educator to Child ratios.
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. Due to the COVID-19 Pandemic, the Centre is yet to receive the March 2020 Quarter payment. The Department for Education and Child Development (DECD) has advised that it is retaining the payment, to enable an estimate for the June 2020 Quarter to be determined based on pre-COVID 19 attendances.

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 March 2020, 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. Due to the COVID-19 Pandemic, the Centre, along with other Childcare Centre experienced a significant decline in attendance during the height of the pandemic. As the State has contained the health impacts of COVID-19 and the social restrictions and mass gathering restrictions are being eased attendance numbers have been increasing. The Centre on average for the March 2020 Quarter had 80 children accessing the service on a daily basis, with an expectation that this will increase throughout the year.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.
## St Peters Child Care Centre & Preschool
### Strategic Plan Update

### 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 by submitting ideas.</td>
</tr>
<tr>
<td>• QIP to support a Meeting rating in the Rating and Assessment Report</td>
<td>• A “Meeting” rating has been achieved in all 7 Quality Areas of the revised National Quality Framework on the 10 October 2018</td>
</tr>
<tr>
<td>• Implement actions developed within the Centres Quality Improvement Plan</td>
<td>• Continuously being reviewed to document outcomes achieved and progress made.</td>
</tr>
<tr>
<td></td>
<td>• Client Survey distributed bi-annually to obtain comments from Parents and Carers in relation to the Quality Areas.</td>
</tr>
</tbody>
</table>

### 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. Next due May 2020

The KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Programs to be user friendly and easy to read.</td>
<td>• The program has been extended to include clear intentional teaching and to demonstrate how programing and learning is linked within the Centre.</td>
</tr>
<tr>
<td></td>
<td>• The Educational Leader has two (2) hours per week allocated to assist rooms with any programming questions and or current research.</td>
</tr>
<tr>
<td></td>
<td>• “Journey” a programing app is in the process of being implemented throughout the Centre.</td>
</tr>
<tr>
<td>• Provide opportunities for families to comment on programs, be involved in children’s learning &amp; children’s developmental progress.</td>
<td>• End of Term reports and children’s folders are due to be sent home to Parents and Carers in June 2020. The feedback received from Parents and Carers will help guide individual goals for the remainder of the year.</td>
</tr>
<tr>
<td></td>
<td>• Each program displayed also has a parent comment section.</td>
</tr>
<tr>
<td>• Induction &amp; training to ensure current practices &amp; programs are current with new theories &amp; legislation.</td>
<td>• All staff participated in CPR training.</td>
</tr>
<tr>
<td></td>
<td>• All staff participated in Behaviour Management Training.</td>
</tr>
<tr>
<td></td>
<td>• The entire Centre participated in a meeting in which information was shared about Centre’s operational expectations.</td>
</tr>
<tr>
<td></td>
<td>• One (1) Educators are studying towards their Diploma in Children Service’s.</td>
</tr>
<tr>
<td></td>
<td>• Six (6) Educators have undertaken First Aid Certificate refresher training.</td>
</tr>
</tbody>
</table>
## 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>
<tbody>
<tr>
<td>• Budget to reflect funds required to maintain building and equipment.</td>
<td>• Budget for 2019-2020 was developed to ensure that the funds required continue to be available.</td>
</tr>
<tr>
<td>• Capital projects identified to ensure current facilities are maintained and upgrades of facilities implemented.</td>
<td>• No urgent maintenance requests are outstanding.</td>
</tr>
<tr>
<td>• Flooring is being replaced as part of the 2019-2020 Building Works Program.</td>
<td></td>
</tr>
</tbody>
</table>

## 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>
<tbody>
<tr>
<td>• Annual customer satisfaction survey seeking parent feedback on how the Centre is meeting families’ needs and expectations.</td>
<td>• Survey results have indicated that there is a positive perception of the service and quality of care provided by the Centre. Minimal improvements were requested and/or identified.</td>
</tr>
<tr>
<td>• Develop strategies &amp; implement actions addressing feedback from customer satisfaction survey</td>
<td>• Issues raised as part of the Survey 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.</td>
</tr>
</tbody>
</table>
| • 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:  
o updates in relation to staff movements;  
o notice of upcoming special events;  
o information regarding the COVID-19 Pandemic;  
o information regarding “dress up days”; and  
o Casual bookings. |
| • Provide opportunities for parent involvement through formal & informal events, fundraising, policy reviews & programming. | • Parents were invited to participate in CPR training.  
• On-going, ‘The Smith Family’ recycling fundraiser. |
| • Comparison of existing Centre fees & services offered with other nearby providers is reviewed & implement opportunities as appropriate. | • Fee and service comparison completed in February 2020. |
**TARGET 5**

<table>
<thead>
<tr>
<th>Key Results:</th>
<th>Positive relationships with other educational organisations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Indicator:</td>
<td>Continuation of visits by educational organisations.</td>
</tr>
<tr>
<td>Targets:</td>
<td>Maintain positive relationship.</td>
</tr>
</tbody>
</table>

The proposed KRA actions and outcomes were:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to implement annual benchmarking with other community based Child Care Services.</td>
<td>Due to the COVID 19 Pandemic, benchmarking visits have been suspended.</td>
</tr>
<tr>
<td>Continue to implement special events &amp; source local community resources within the learning curriculum.</td>
<td>Thursday 23 January 2020 and Friday 24 January 2020, Australia Day Celebrations.</td>
</tr>
<tr>
<td></td>
<td>Tuesday 18 February 2020, Crazy Hair Day.</td>
</tr>
<tr>
<td></td>
<td>Wednesday 26 February 2020 and Thursday 27 February 2020, Children’s Centre Photos - Shoot SA.</td>
</tr>
<tr>
<td></td>
<td>Tuesday 17 March 2020 St Patrick day, Dress ups</td>
</tr>
<tr>
<td></td>
<td>March library excursion cancelled due to the COVID-19 Pandemic</td>
</tr>
<tr>
<td>Continue to access professional support &amp; existing partnerships with Lady Gowrie Training &amp; Resources, Inclusive Directions, DECD.</td>
<td>Lady Gowrie is currently being accessed to assist in providing support for a child with learning and development issues.</td>
</tr>
</tbody>
</table>

**OTHER BUSINESS PLAN ACTIONS**

**Develop a succession plan for all staff**

Objective: Continue to provide a stable staff environment

<table>
<thead>
<tr>
<th>Actions</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop staff training programs to work towards professional development goals and career advancement to support the succession plan.</td>
<td>All Staff training, which is currently being undertaken, reflects the Council’s EMPOWER Personal Development System to identify the skills required to support transition to the National Quality Standards.</td>
</tr>
<tr>
<td></td>
<td>A professional learning plan has been developed and training arranged to support the achievement of EMPOWER goals and the Centres Quality Improvement Plan.</td>
</tr>
<tr>
<td>Continue to recruit highly qualified and experienced staff. Note the Centre currently has Three (3) Early Childhood Teachers, Ten (10) Diploma Qualified &amp; Five (5) Qualified Assistant Carers.</td>
<td>The Centre currently has one (1) Educator who is working towards Diploma level qualifications or above.</td>
</tr>
<tr>
<td></td>
<td>A succession plan to be developed and will be reviewed annually.</td>
</tr>
<tr>
<td></td>
<td>Developed and reflects the new staffing plan.</td>
</tr>
</tbody>
</table>
7. OTHER BUSINESS
   (Of an urgent nature only)

8. NEXT MEETING
   Monday 27 July 2020

9. CLOSURE