St Peters Child Care Centre & Pre-School Committee
Minutes

9 August 2021

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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City of Norwood Payneham & St Peters

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VENUE	Staff Room, St Peters Child Care Centre & Pre-school
HOUR	5.31pm
PRESENT	
Committee Members	Cr Evonne Moore (Presiding Member) Cr Kester Moorhouse Ms Simone Munn
Staff	Sharon Perkins (General Manager, Corporate Services) Alice Parsons (Director, St Peters Child Care Centre & Pre-School)
APOLOGIES	Ms Georgia Brodribb, Ms Christina Belperio
ABSENT	Nil

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 MAY 2021

Cr Moorhouse moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 24 May 2021 be taken as read and confirmed. Seconded by Ms Simone Munn and carried unanimously.

2. PRESIDING MEMBER'S COMMUNICATION

Nil

3. QUESTIONS WITHOUT NOTICE

Nil

4. QUESTIONS WITH NOTICE

Nil

5. WRITTEN NOTICES OF MOTION

Nil

6. STAFF REPORTS

6.1 DIRECTORS QUARTERLY ACTIVITY REPORT – JUNE 2021

REPORT AUTHOR: Director, St Peters Child Care Centre & Preschool
GENERAL MANAGER: General Manager, Corporate Services
CONTACT NUMBER: 8362 18433
FILE REFERENCE: qA61019/A196208
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this Quarterly Report is to provide information to the Committee, in respect to the following:

- commentary 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; and
- 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 to 30 June 2021.

BACKGROUND

The Centre has been in operation since 1977. 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. 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 June 2021, 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: An inclusive, connected, accessible and 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 all people.

Objective 4: A strong, healthy, resilient and inclusive community.
Strategy 4.2: Encourage and provide opportunities for lifelong learning.
Strategy 4.3: Encourage the use of spaces and facilities for people to meet, share knowledge 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 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

In response to the easing of the COVID-19 restrictions, operations at the Centre are continually being reviewed to ensure that they are in-line with the latest health advice. To minimise the risk of COVID-19 and to ensure that staff and families are continuing to adhere to the public health advice, we are currently:

- requesting all families, both adults and children, undertake hand hygiene by either washing their hand or using hand sanitiser upon entry and exit of the Centre;
- maintaining physical distancing requirements of 1.5 metres;
- limiting the number parents and carers collecting children from their respective rooms for end of day pick up to two (2) parents at any one time;
- continuing the outside sleeping (weather permitting); and
- while not required as the Centre was not required to close, the Centre has prepared a COVID Safe Plan and have communicated this to the families and carers.

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 June 2021 quarter is detailed in Table 1 below.

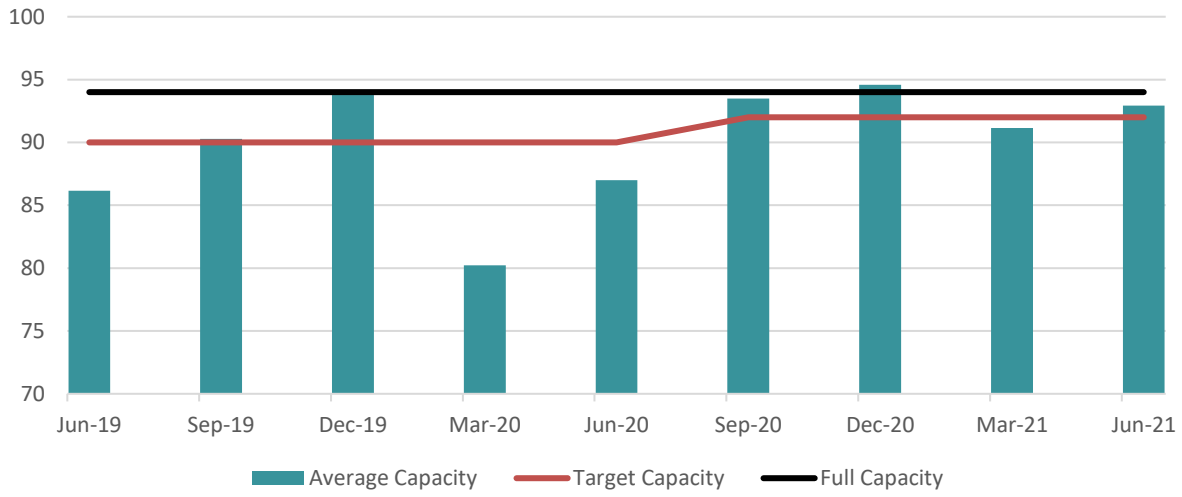
TABLE 1: CHILD NUMBERS

Age of Child	Staffing Ratio	Number Allowed at the Centre (maximum)	Number of Children - Average for the Quarter	
			This Year	Last Year
Under Twos (2) *(6 weeks - 24 months)*				
Emerald Room	1:4	12	11.93	11.35
Ruby Room	1:4	16	15.89	14.72
Over Twos (2) *(2 years to 3 years)*				
Aquamarine Room	1:5	15	14.96	13.56
Diamond Room	1:5	15	14.70	13.27
Over Threes (3)				
Amethyst Room *(3 years to 4 years)*	1:10	18	18.44	15.32
Preschool *(4 years to 5 years)*	1:10	18	18.81	18.69
Total		94	94.73	86.91
Budget		**-**	**93.00**	**90.00**
Number of sessions where 90 children attended for the quarter, 2020				**30 days out of a total of 65 days**
Number of sessions where 93 children attended for the quarter, 2021			**54 days out of a total of 65 days**	
Average attendance – Year to Date				**92.93**

As detailed in Table 1 above, for the June 2021 Quarter, the Centre is at capacity. This is above the Centres traditional capacity for the June Quarter. Given the higher than usual capacity for this time of year, it is anticipated that the Centre will be at full capacity into the September Quarter.

As detailed in Figure 1 below, the March and June Quarters traditionally have low attendance numbers, however, the 2021 June Quarter is showing a higher than normal occupancy, while the attendance numbers for the September 2020 and December 2020 Quarters have has exceeded budgeted attendances. For the 2021-2022 Financial year, the budgeted capacity has been set at an average of 93 daily attendances places.

FIGURE 1: CHILD NUMBERS



Educator to Child Ratios

The Centre is required by the National Quality Standards to maintain a minimum Educator to Child Ratio at all times. Educator to Child Ratios are calculated across the whole service, not by individual rooms. This provides flexibility to respond to attendance numbers to ensure Educators are allocated appropriately based on the age and needs of children in the service.

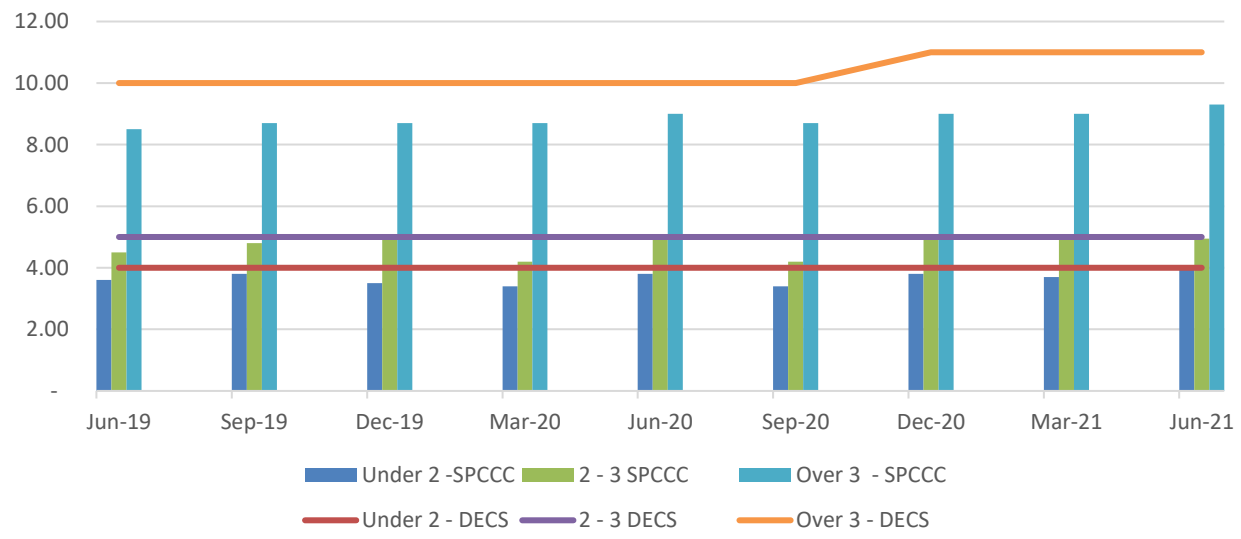
The minimum Educator to Child ratios are detailed in Table 2.

TABLE 2: MINIMUM EDUCATOR TO CHILD RATIOS

Age Grouping	Educator to Child Ratio
0 to 24 months	1:4
Over 24 months to less than 36 months	1:5
36 months to School age	1:11

As illustrated in Figure 2 below, the Centre has exceeded the minimum child to staff ratios for the June 2021 Quarter, with the exception of the 2-3 year age group.

FIGURE 2: STAFF TO CHILD RATIO



Staffing

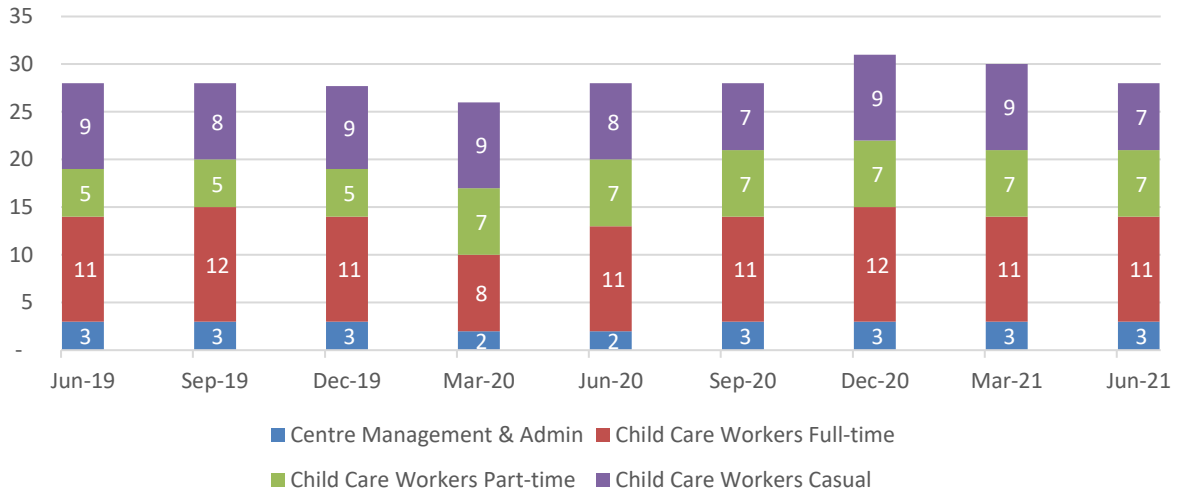
To ensure that the Centre meets the required staff to child ratios, the Full-time Equivalent Educator positions required are:

- Under 2's 5.00 FTE
- 2 -3 years 5.00 FTE
- Over 3's 4.00 FTE

To ensure the ongoing continuity of care, during periods of staff absences, permanent staff are supported by a pool of Casual Educators who back fill planned and unplanned absences, vacancies and short shift cover for lunch breaks and 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.

Based on the Centres capacity of 94 children per day, thirteen (13) Full-time Educators, seven (7) Part-time Educators and the equivalent of ten (10) Casual Educators are budgeted for. As shown in Figure 3 below, the Centre has two (2) Full-time Educator vacancies, with both arising from long term leave. A recruitment process is currently being undertaken to increase the number of Educators within the casual pool.

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 June 2021, the Centre has received $13,735 under the Universal Access Scheme for the children utilising the Centre for the pre-school service. Pleasingly, the number of families that have been utilising the service for pre-school services is seven (7). 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 June 2021, 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, with the coming year looking promising with occupancy and educational experiences. The Centre on average for the June 2021 Quarter had 93 children accessing the service on a daily basis, with an expectation that this will be maintained throughout the year.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Ms Simone Munn moved:

That the report be received and noted.

Seconded by Cr Moorhouse and carried unanimously.

7. OTHER BUSINESS

Nil

8. NEXT MEETING

Monday 25 October 2021

9. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 5.46pm.

_____

Cr Evonne Moore
PRESIDING MEMBER

Minutes Confirmed on _____
(date)