St Peters Child Care Centre & Pre-School Committee
Agenda & Reports

26 February 2018

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
- Mayor Robert Bria (Presiding Member)
- Cr Evonne Moore
- Ms Megan Halliwell
- Ms Monica Di Lernia
- Mr Phil Baranski

Staff
- Sharon Perkins (Acting 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 26 February 2018, 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 23 OCTOBER 2017....................................................... 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 – DECEMBER 2017.................... 2
7. OTHER BUSINESS.................................................................................................... 7
8. NEXT MEETING........................................................................................................ 7
9. CLOSURE ................................................................................................................ 7
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; and
• to undertake general oversight of issues related to child welfare, programming and safety of the Centre.

1. CONFIRMATION OF THE MINUTES OF THE MEETING OF THE ST PETERS CHILD CARE CENTRE & PRE-SCHOOL COMMITTEE HELD ON 23 OCTOBER 2017

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 2017

REPORT AUTHOR: Director, St Peters Child Care Centre & Preschool
GENERAL MANAGER: Acting 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 ending 22 December 2017.

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 94 places per day.

The key activities completed during the Quarter ended December 2017, 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

Objective 1: Convenient and accessible services and facilities.
   Strategy: Maximise access to services, facilities, information and activities

Objective 5: Healthy and active community.
   Strategy: Encourage lifelong learning.

The Centre’s Five (5) Year Strategic Plan and Business Plan (2011-2016) was approved by the Committee and the Council at its meeting on Monday 2 July 2012.

Both Plans are currently being reviewed with the view to consolidate into one overarching plan that complements the Centres Quality Improvement Plan, required by the National Quality Standards.

Newly revised National Quality Framework is accessible by Centres on the 1st October 2017 and is expected to be implemented in Centres no later than the 1st of February 2018.

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. Its location in a mixed use area, results in a potential client base of working parents who live and work in close proximity to the Centre.

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 94 per day. The mix of the numbers per age group may change on a needs basis. For example, the Centre has up to 28 under two (2) year olds, up to 30 two (2) to three (3) year olds and up to 36 over three (3) year olds. The average number of children for which services were provided for the December 2017 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: This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Twos (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 weeks to 24 months</td>
<td>1:4</td>
<td>12</td>
<td>11.68</td>
<td>11.88</td>
</tr>
<tr>
<td>6 weeks to 24 months</td>
<td>1:4</td>
<td>16</td>
<td>14.65</td>
<td>15.55</td>
</tr>
<tr>
<td>Over Twos (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 years to 3 years</td>
<td>1:5</td>
<td>15</td>
<td>14.05</td>
<td>14.85</td>
</tr>
<tr>
<td>2 years to 3 years</td>
<td>1:5</td>
<td>15</td>
<td>14.50</td>
<td>14.69</td>
</tr>
<tr>
<td>Over Threes (3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 years to 4 years</td>
<td>1:10</td>
<td>18</td>
<td>18.51</td>
<td>17.98</td>
</tr>
<tr>
<td>4 Years to 5 years</td>
<td>1:10</td>
<td>18</td>
<td>17.41</td>
<td>18.32</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>94</td>
<td>90.80</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td>94</td>
<td>90.00</td>
</tr>
<tr>
<td>Number of sessions where 90 children attended for the quarter</td>
<td></td>
<td>42 days out of a total of 65 days</td>
<td>45 days out of a total of 60 days (out of 80)</td>
<td>90.80</td>
</tr>
</tbody>
</table>

Average attendance – Year to Date 90.80

While the Centre is licenced for 105 long day care places, to ensure that the Centre continues to provide above standard quality care, the Centre has limited the number of available places to 94. Due to a recent increase in new Centres being opened and to allow the Centre time to build to the new (increased from 80 places to 94 place in February 2016) licenced capacity, the 2017-2018 Budget was set at 90 places.

Staff 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 standard required for Under Two’s (2) is one (1) Educator to four (4) children, for the Two (2) to Three (3) year age group one (1) Educator to five (5) children and for the Over Three (3) age group, the minimum standard has been maintained at one (1) Educator to ten (10) children.

As illustrated in Figure 1, as at the end of December 2017, due to the strong demand for child care places in the Under Three (3) age group, the Centre continues to exceed the Educator to Child ratio in the Over Three’s (3) only.

FIGURE 1: EDUCATOR TO CHILD RATIOS
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

The staff numbers by category at the end of December 2017 are detailed in Figure 2 below:

FIGURE2: STAFF NUMBERS BY EMPLOYMENT CATEGORY

To ensure that the Centre can provide ongoing continuity of care, during periods of staff absences, the Centre has been progressively increasing the number of Educators 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 also ensures that operational costs of the Centre are maintained, as there is less reliance on engaging temporary staff through recruitment agencies to cover absences.

The Centre currently has one (1) vacancy (the Team Leader – Diamond Room). Due to a number of fixed term contracts (Maternity Leave backfill) due to conclude by 30 June 2018, existing staff will be seconded to the position. The recruitment process for the permanent replacement will commence once the return to work arrangements for the staff on Maternity Leave have been finalised.

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 2017, the Centre has received $3,792 under the Universal Access Scheme for three (3) children. The funding at this stage is being used to offset the salary costs of the Early Childhood Teachers.

* The Casual Child Care Workers includes staff working in rooms and all relief staff.
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 its first round of Rating and Assessment. The Centre received an overall rating of ‘Working Towards’.

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; and
- Leadership and service management.

The Centre is set to be reviewed annually under the National Quality Standards. In preparation for the Annual National Quality Standard Review, the Centre’s Director and Educational Leader have been benchmarking with other Centres to share knowledge and gain ideas. The Centre has yet to have a date set for the next assessment. Revised National Quality Standards are currently being rolled with a commencement date of 1st February 2018, therefore the assessment will be undertaken under the revised Quality Standards. Staffs are currently being educated with the requirement of the revised standards in preparation for the assessment.

Since the initial ratings and assessment review, the Centre has:

- implemented an extended program for the children which visualises the links between the curriculum and the five (5) learning outcomes from the Early Years Learning Framework (EYLF) within the classrooms;
- produced and implemented check sheets to ensure that allergy information is updated; and
- had a representative for the Gowrie Institute of Training, visit the Centre to provide assistance to Educators on how to document critical reflection focussed on the operations of the rooms.

In addition, the courtyard, next to the kitchen has been transformed into a suitability focused yard, with raised garden beds, a compost bin, a worm farm (still to come) for projects related to protecting our environment.

Strategic Plan

The Centre’s Five (5) Year Strategic and Business Plans have been approved by the Committee and the Council. The Centre’s Business Plan established Key Result Areas/Targets for the five (5) year period from 2011 through to 2016. The achievement of the outcomes up December 2017, 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 90 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 2018, with a significant proportion of these referrals coming from word of mouth.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.
Attachment A

Director's Quarterly Activity Report
December 2017
<table>
<thead>
<tr>
<th>St Peters Child Care Centre &amp; Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan Update</td>
</tr>
</tbody>
</table>

**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 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>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>Survey Monkey 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  
A new survey monkey on Customer input will be distributed in May 2018.

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 now been extended to include clear intentional teaching, to demonstrate how the programming and learning is liked at the Centre.</td>
</tr>
<tr>
<td></td>
<td>The Educational Leader has one (1) hour a week allocated to help rooms with any programming questions.</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 were sent home to Parents in October 2017. The feedback received from parents will help guide individual goals for the remainder of the year.</td>
</tr>
</tbody>
</table>
| Induction & training to ensure current practices & programs are current with new theories & legislation. | Four (4) Educators attending training on “Becoming a Great People Leader”  
The whole Centre participated in two (2) staff meetings where information about theorists in early education was shared.  
Two (2) Educators are 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  
Nil urgent maintenance requests outstanding.

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 2017-2018 was developed to ensure that the funds required continue to be available.</td>
</tr>
</tbody>
</table>
| Capital projects identified to ensure current facilities are maintained and upgrades of facilities implemented. | Floor Covering in Staff room replaced  
Hot water System replaced                                                                                                                                                                                                                                               |
**TARGET 4**

**Key Results:** Optimum customer service and satisfaction

**Performance Indicator:** A Customer Survey was distributed in May 2016. Parents and Carers are encouraged to provide emails and other forms of communication during the year to provide feedback during the period between surveys.

**Targets:**
- High rating reported in annual customer survey
- Overall outcomes indicated a response of excellent with several positive comments about the care and services provided.

An Action Plan has been developed to address the issues raised as part of the survey that require attention.

<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 the quality of care provided at 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 in the feedback is being addressed in conjunction with 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:  
  - the Centre Newsletter in October 2017;  
  - updates in relation to staff holidays or movements;  
  - information on enrolments for 2018;  
  - use the car park;  
  - notifying of Special Events which are being held at the Centre; and  
  - details of the Christmas Party and Christmas Closure. |
| • Provide opportunities for parent involvement through formal & informal events, fundraising, policy reviews & programming. | On-going, parent reflection question to help guide service book, located in the Foyer  
  - Wednesday 18 October 2017, Parent Teacher information night held at the Centre;  
  - Thursday 19 October 2017, Lift the Lip dental check  
  - Saturday 21 October 2017, Family Photo Day.  
  - Monday 6 November 2017 to Friday 10 November, the Centre hosted a Book Fair  
  - Wednesday 8 November 2017, the Centre hosted Grandparents day  
  - Wednesday 22 November 2017, the Centre hosted a Sports Day  
  - Tuesday 12 December 2017, the Centre hosted Christmas Lunch  
  - Wednesday 13 December 2017, the Centre hosted the Kindy Graduation followed by Centre’s Family and Carers Christmas Party  
  - On-going Children’s individual portfolios |
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 2016.

**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>All rooms completed a visit to another Centre to benchmark with other Centres between September and December</td>
</tr>
<tr>
<td>Continue to implement special events &amp; source local community resources within the learning curriculum.</td>
<td>Wednesday 18 October 2017, Parent Teacher information night held at the Centre; Thursday 19 October 2017, Lift the Lip dental check; Thursday 19 October 2017 to Monday 23 October 2017, Diwali Celebrations; Saturday 21 October 2017, Family Photo Day; Monday 6 November 2017 to Friday 10 November, the Centre hosted a Book Fair; Wednesday 8 November 2017, the Centre hosted Grandparents day; Wednesday 22 November 2017, the Centre hosted a Sports Day; Tuesday 12 December 2017, the Centre hosted Christmas Lunch; Wednesday 13 December 2017, the Centre hosted the Kindy Graduation followed by Centre's Family and Carers Christmas Party</td>
</tr>
<tr>
<td>Continue to access professional support &amp; existing partnerships with Lady Gowrie Training &amp; Resources, Inclusive Directions, DECD.</td>
<td>Staff from the Centre are currently accessing training and resources through Lady Gowrie Training. Inclusive Directions is currently being used for support in the Amethyst and Aquamarine Room, for a child.</td>
</tr>
</tbody>
</table>
### OTHER BUSINESS PLAN ACTIONS

**Develop a succession plan for all staff, a priority being the role of Manager**

**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 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.</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 two (2) Educators who are working towards Diploma level qualifications or above.</td>
</tr>
<tr>
<td>A succession plan to be developed and will be reviewed annually.</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 28 May 2018

9. CLOSURE