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.*
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 ...................................................................................... 8
8. NEXT MEETING .......................................................................................... 8
9. CLOSURE .................................................................................................... 8
VENUE  Staff Room, St Peters Child Care Centre & Pre-school

HOUR  5.30pm

PRESENT

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

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

APOLOGIES  Nil

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; 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

  Cr Moore moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 23 October 2017 be taken as read and confirmed. Seconded by Mr Phil Baranski 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 – 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</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 to 24 months</td>
<td>1:4</td>
<td>12</td>
<td></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></td>
<td>14.65</td>
<td>15.55</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>1:5</td>
<td>15</td>
<td></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></td>
<td>14.50</td>
<td>14.69</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>1:10</td>
<td>18</td>
<td></td>
<td>18.51</td>
<td>17.98</td>
</tr>
<tr>
<td>4 Year to 5 years</td>
<td>1:10</td>
<td>18</td>
<td></td>
<td>17.41</td>
<td>18.32</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>94</td>
<td>90.80</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td>90.00</td>
<td>90.00</td>
</tr>
<tr>
<td><strong>Number of sessions where 90 children attended for the quarter</strong></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>
<td>90.00</td>
</tr>
<tr>
<td><strong>Average attendance – Year to Date</strong></td>
<td>90.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
Cr Moore moved:

That the report be received and noted.

Seconded by Ms Monica Di Lernia and carried unanimously.
7. OTHER BUSINESS
   Nil

8. NEXT MEETING
   Monday 28 May 2018

9. CLOSURE
   There being no further business the Presiding Member declared the meeting closed at 5.48pm.

Mayor Robert Bria
PRESIDING MEMBER

Minutes Confirmed on ________________________________ (date)