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 25 FEBRUARY 2019 .................................................. 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 2019 ............................................. 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
Cr Evonne Moore (Presiding Member)
Cr Kester Moorhouse
Ms Monica Di Lernia (entered the meeting at 5.38pm)
Ms Georgia Brodribb

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

APOLOGIES
Nil

ABSENT
Mr Bill Fuller

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 25 FEBRUARY 2019

Cr Moorhouse moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 25 February 2019 be taken as read and confirmed. Seconded by Ms Georgia Brodribb 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 – MARCH 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 March 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 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 March 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. 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 an as needs basis. The Centre currently 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 average number of children for which services were provided for the March 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>Under Twos (2)</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>9.25</td>
<td>9.49</td>
<td></td>
</tr>
<tr>
<td>Ruby Room</td>
<td>1:4</td>
<td>16</td>
<td>14.96</td>
<td>14.70</td>
<td></td>
</tr>
<tr>
<td>Over Twos (2)</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>12.80</td>
<td>12.35</td>
<td></td>
</tr>
<tr>
<td>Diamond Room</td>
<td>1:5</td>
<td>15</td>
<td>14.11</td>
<td>13.64</td>
<td></td>
</tr>
<tr>
<td>Over Threes (3)</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>15.04</td>
<td>16.05</td>
<td></td>
</tr>
<tr>
<td>Preschool</td>
<td>1:10</td>
<td>18</td>
<td>15.04</td>
<td>14.75</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>Total</td>
<td></td>
<td></td>
<td></td>
<td>94</td>
<td>81.85</td>
</tr>
<tr>
<td>Budget</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></td>
<td></td>
<td></td>
<td>17 days out of a total of 63 days</td>
<td>26 days out of a total of 65 days</td>
</tr>
</tbody>
</table>

Average attendance – Year to Date 88.53

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 an average of 94 places. Due to a recent increase in new Centres being opened, within the area and across the metropolitan area in general, the 2018-2019 Budget has been set at 90 places.

As detailed in Table 1 above, the March Quarter is traditionally below capacity due to the commencement of the new school year and families deferring the placement of children into long day care however it is also noted that due to the influx of new Centres within the area over the past 18 months, some new Centres which have greater spare capacity have held places for families who wish to commence care later in the year. Notwithstanding this, the Centres’ reputation still remains high and a waiting list still exists, however not for the days in which there is spare capacity. To minimise impact, rostered days off are scheduled for Fridays, when numbers are low, reducing the need for casual shifts.

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>37months to 5 years</td>
<td>1:10</td>
</tr>
</tbody>
</table>

As illustrated in Figure 1, the Centre continues to exceed the Educator to Child ratio in the Over Three’s (3) only. Due to the strong demand for places in the three (3) and under age group, without appointing additional staff, it is difficult for the Centre to exceed the minimum Educator to Child ratio within this age group, while maintaining full Centre capacity.
FIGURE 1: 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, 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.

The staff numbers have kept relatively steady since the opening of the new room in 2016. The Centre has total 28 employees, which consist of 3 management and administration staff, 13 full-time Educators, 6 part-time Educators, and 7 casual Educators as shown in Figure 2.

FIGURE 2: 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 March 2019, the Centre has received $2,677, under the Universal Access Scheme for the children utilising the Centre for the pre-school service, however it should be noted that the Centre is yet to receive notification of the 2019 Term One allocation. 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 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 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.

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

- continued to implement an inclusive program;
- investigated the introduction of a variety of excursions; and
- continued to critically reflect on Centre practices.

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

Work Health and Safety

There are no work, health and safety issues to report.

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 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 September 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 2019, with a significant proportion of these referrals coming from word of mouth.

COMMENTS

Nil

RECOMMENDATION

That the report be received and noted.

Ms Monica Di Lernia moved:

That the report be received and noted.

Seconded by Cr Moorhouse and carried.
7. OTHER BUSINESS
Nil

8. NEXT MEETING

Monday 22 July 2019

9. CLOSURE

There being no further business the Presiding Member declared the meeting closed at 6.03pm.

Cr Evonne Moore
PRESIDING MEMBER

Minutes Confirmed on _____________________________

(date)