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 27 MAY 2019 ................................................................. 1

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VENUE  Staff Room, St Peters Child Care Centre & Pre-school

HOUR  5.32pm

PRESENT

Committee Members  Cr Evonne Moore (Presiding Member)
                      Cr Kester Moorhouse
                      Ms Monica Di Lernia (entered the meeting at 5.34pm)
                      Mr Bill Fuller

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

APOLOGIES  Ms Georgia Brodribb

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 27 MAY 2019

Cr Moorhouse moved that the minutes of the meeting of the St Peters Child Care Centre & Pre-School Committee held on 27 May 2019 be taken as read and confirmed. Seconded by Mr Bill Fuller and carried.

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 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 30 June 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 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 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.
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 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 an “as needs” basis. The average number of children for which services were provided for the June 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>This Year</td>
</tr>
<tr>
<td>Under Twos (2) (6 weeks - 24 months)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerald Room</td>
<td>1:4</td>
<td>12</td>
<td>9.44</td>
</tr>
<tr>
<td>Ruby Room</td>
<td>1:4</td>
<td>16</td>
<td>16.04</td>
</tr>
<tr>
<td>Over Twos (2) (2 years to 3 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquamarine Room</td>
<td>1:5</td>
<td>15</td>
<td>13.30</td>
</tr>
<tr>
<td>Diamond Room</td>
<td>1:5</td>
<td>15</td>
<td>13.52</td>
</tr>
<tr>
<td>Over Threes (3) (3 years to 4 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amethyst Room</td>
<td>1:10</td>
<td>18</td>
<td>15.41</td>
</tr>
<tr>
<td>Preschool</td>
<td>1:10</td>
<td>18</td>
<td>18.44</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>94</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Number of sessions where 90 children attended for the quarter</td>
<td></td>
<td>35 days out of a total of 65 days</td>
<td>26 days out of a total of 65 days</td>
</tr>
</tbody>
</table>

Average attendance – Year to Date

While the Centre has the staff required to accommodate up to an average of 94 places per day, however due to a recent increase in new Centres being opened, within the area and across the metropolitan area in general, the 2018-2019 Income budget was based on 90 places.

As detailed in Table 1 above, the June 2019 Quarter is below the desired capacity both for the quarter and year-to-date, with the average capacity per day for the being 88 children compared to a budget number of 90 children. The lower than anticipated attendance figure is driven by the low attendance during the March quarter, which can be attributed to the commencement of the new school year and families deferring the placement of children into long day care and a low enrolment numbers on Monday’s and Friday’s. To maximise attendance, the daily numbers are increased on the high demand days for Tuesday to Thursday.

As detailed in Figure one below, the March and June quarters traditionally are low attendance quarters, however the Centre has been impacted by the influx of new Centres within the area over the past 18 months, as the new Centres which have greater spare capacity and can more readily accommodate the preferred days or are better positioned to hold places for families who wish to commence care later in the year.
To minimise impact, rostered days off (RDO) are scheduled for the days where the attendance numbers are low, reducing the need for casual shifts for RDO cover.

**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 2019 and June 2019 Quarters.

**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, 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 three (3) management and administration staff, 11 full-time Educators, five (5) part-time Educators and 9 casual Educators as shown in Figure 2.

FIGURE 3: STAFF NUMBERS BY EMPLOYMENT CATEGORY

The Centre has three (3) vacancies, these being two (2) full-time positions and one (1) part-time position. Where possible the vacancies are being back filled through additional casual shifts or part-time staff increasing the number of days worked. Recruitment for these vacancies is in progress.

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 2019, the Centre has received $6,912, 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.
City of Norwood Payneham & St Peters
Minutes of the Meeting of the St Peters Child Care Centre & Pre-School Committee held on 22 July 2019
Item 6.1

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 assessed elements.

Under the National Quality Standards, the Centre is required to be reviewed annually. 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.

Since the initial ratings and assessment, the Centre has:
• continued to implement an inclusive program, with aim is to create safe and inclusive environments for children with disabilities and additional needs;
• investigated the introduction of a variety of excursions; and
• continued to critically reflect on and improve 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 June 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 2020, 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 unanimously.
7. OTHER BUSINESS
   Nil

8. NEXT MEETING
   Monday 28 October 2019

9. CLOSURE
   There being no further business the Presiding Member declared the meeting closed at 5.55pm.

____________________________________
Cr Evonne Moore
PRESIDING MEMBER

Minutes Confirmed on ____________________________

(date)