

Minutes of the Scheme meeting held on Monday 19th February 2018 at Clarence Family Day Care Scheme offices, Alma Street, Bellerive

Present: Belinda Leaman, Ruth Mitchell, Maureen Taylor, Jeanette Batchelor, Mel Swards, Maree Woods-Trezise, Angelica Sunnucks, Makala Williams, Nita Kitto, Janet Davey, Sharon Dorsett, Linda Spencer, Karen Masters, Rachel Cutcliffe, Kim Abbott, Jorja Clifford, Debbie Morey, Jackie Devereaux-McLean, Tosca Mulder, Angela Stanley-Gasparin, Tracey Mason, Katrina Stewart, Robyn Horner, Angela Free.

Apologies: Gabrielle Haley, Jonna Vennola, Jayne Wiggins, Sally Lovell, Tammy Cranfield, Jodie Murray, Tina Sansom-Karppa.

General Business:

- *New child care package* – comes into effect in July 2018 and an information session for services will be held in Tasmania in March. All educators must register for PRODA by April. Some educators have already registered and anyone who may be finding it difficult to go through the process can ring the office to make a time to come in and Ang or Tracey will help. It is still unclear how the system will work.
- *Harmony Lite* – the old Harmony Lite will not marry up with the new system (Child Care Subsidy) so educators will either need to go back to using timesheets or register for the new Harmony. Makala is the only educator so far submitting timesheets through the new system and was available to answer any questions that educators had. Harmony has different packages and charges accordingly but still won't have the accounts section available until July.
- *Working with Children Checks* – many educators and family members are due this year and Angela reminded everyone to check their emails as the Department of Justice sends reminders electronically.
- *Enrolments and placements for 2018* – many educators have spaces and there are several new centres opening in Southern Tasmania as well. Angela suggested that educators think more broadly in the way they advertise and if they can't help families to please pass the details on to the office. Karen asked about the Family Day Care Australia locator guide as she had an email from FDCA to say that there had been an inquiry in her area. The scheme isn't getting this information and Karen has now followed it up with FDCA who have spoken to Angela. It has now been rectified. Mel asked could spaces go on the scheme's Facebook page and educators forward their vacancies regularly so the information can be updated. Ang will follow this up.
- *Policy changes* – under the new National Quality Standard Part A that came into effect this month, the Regulations and Standards that apply to the scheme's policies have changed. Robyn has compiled an update to be put in the front of the policy folder. Kim asked could this be emailed to educators.
- *ECU staff changes* – the Education and Care Unit has recently appointed new staff and it is anticipated that A&R visits will be back on track soon. We are due to be assessed in May and the scheme's QIP (Quality Improvement Plan) needs to be updated in line with the new NQS and Angela asked that any educators interested in looking at the QIP and provide feedback and comments to please get in touch with her.
- *Philosophy* - Angela asked could educators look at the scheme's philosophy, provide feedback and suggest changes and additions.
- *ECA forum, November 2017* – Robyn attended this forum and encouraged educators to take advantage of any training opportunities such as this, especially if they are organised by the ECA. Keynote speakers were Claire Warden (sustainability), Laurie Kelly (possibility thinking) and Stephan Friedrich (healing the wounds of emotional neglect). Rebecca Pearson's workshop about the rhythms of nature and implementing a nature program at Ferndene near Penguin was excellent, especially her discussion on risk assessments and management. Claire Warden talked about relationships being a key driver of sustainability – relationships between humans and relationships between children and nature - and how we need time for both. Sam Page, the CEO of ECA National, spoke about the Everyone Benefits

campaign and the importance of convincing everyone, especially those involved in policy development, that early learning really matters.

- *Inclusion Support referrals* – recently there has been an increase in the number of children being referred for further assistance. There have been changes to the process and all referrals must come through the office unless the parents self-refer. Lawrice Jack is the Inclusion Support worker assigned to our area. After the parents have signed the permission form, Lawrice will visit the child in the care situation and will refer the child on to the appropriate agency if this is required. She will then provide support for scheme staff to work with the educator in supporting the child.
- *Play sessions* – Tosca was at the meeting and educators were encouraged to chat with her about the changes in both the physical environment and in programming that have happened over the last few months. Tosca is open to any ideas and thought that a suggestion box may be a good idea. Linda commented on how much they enjoyed coming to play sessions. Maree asked whether the chalkboard flowers could be moved down onto the shed wall and also asked whether the large chalk board on the cubby wall could be repainted. She has a piece of bamboo that could be attached to hold the chalk.
- *Outings* - educators are reminded to complete risk assessments against the risk matrix before going out on excursions. If going to a venue for the first time the site must be visited before taking children there, to assess the risks, where toilets may be, whether there is shade, etc. Routes must be included in the risk management plans.
- *Family Day Care Australia forum* - is in Campbell Town on the 17th March. Educators are encouraged to attend and more details are available on the FDCA website.
- *FDCA conference* – the triennial conference is on the Gold Coast in September. More information will be available in Jigsaw and on the FDCA website.

Other business:

- Maree asked about the scheme levy and how much it would increase by. Angela told the meeting that the parent levy will go up to \$7.50 plus .50cents an hour. Mel asked about the educator levy and Angela said that although no firm decision has been made, it will not increase too much. The Commonwealth funding that we had been receiving has now gone and although Angela has applied for the money from the new funding bucket, we will not know whether we have been successful until April. Although this won't be a very big sum, every dollar counts, and having OSHC move in with us has helped our financial situation. Kim asked about applying for funding under the community grants programs. Angela said that this is often very targeted funding and may take more work to apply for than is available in monetary terms. We get regular grant alerts and information from Clarence City Council.
- Maree commented on the positive write-up in the Eastern Shore Sun about the scheme's involvement in Ronald McDonald House.
- Kim commented on the Christmas 'scratchies' and how much fun the children had with them. Black 'scratchie' paper is available from the Reject Shop.
- Tina was unable to come to the meeting but had left a fitness board that she had purchased from Shiploads for \$10.00 for educators to see. The children in her care have had great fun with them and Tina recommended them as a good way for children to be physically active.

Meeting closed at 8.15pm.

Next meeting is on Tuesday 10th April and a guest from Mission will speak about the NDIS, Andrea Tall will also be present to talk about the Hippy Program (she was unwell and didn't make it to Monday's meeting).