

Minutes of Clarence Family Day Care Scheme meeting held at the Scheme's offices 19 Alma Street Bellerive on Monday 6th August 2018

Present: Maree Woods-Trezise, Debbie Morey, Janet Davey, Gabrielle Haley, Nita Kitto, Maureen Taylor, Linda Spencer, Tammy Cranfield, Robyn Horner, Katrina Stewart, Angela Free, Angela Stanley-Gasparin & Tracey Mason

Apologies: Jackie Devereaux-McLean, Kim Abbott, Karen Masters, Jodie Murray, Sally Lovell, Jorja Clifford, Kylee Mitsakis, Sharon Dorsett, Dee Francis, Ange Bell, Tina Sansom-Karppa

General Business:

CCS-

- Ang and Tracey have done an amazing job to ensure that all educators have been paid. Processing has been a bit easier this fortnight and hopefully each processing will get easier. Overall FDC hasn't been too bad compared to Outside School Hours Care, which has had lots of issues. Ang reminded educators to carefully take notice of what is on their printouts. Unless there has been a mistake made in the office regarding days or times of care, what the printout says is what it is. In the previous system adjustments had to be manually inputted, but the new system automatically makes adjustments. Ang felt that in the long run there will be lots of benefits in the CCS system but there have been many issues in the way it has been implemented by the Government. This has been the biggest change in child care management since subsidies have been introduced.
- Parents can go into their MyGov account and check their payments. Parent percentages are no longer on the payment advices and there have been some slight changes this fortnight and no-one can say why.
- Angela commented that we are lucky to be sponsored by Council, as their financial support has enabled educators to be promptly paid, regardless of whether processing has been finalised or not.
- Angela presented Ang and Tracey with flowers to express our appreciation of the extra work they have had to do.

Harmony- Maree asked whether we would consider changing to a different provider. Angela responded, saying that all the providers have had huge problems introducing CCS and that at the moment we would stay with Harmony. Not all the issues child care providers have encountered are Harmony's fault – the Commonwealth government is also at fault. The first week of June Harmony had 800 calls, the first week of July they had 31,000 and didn't have the capacity to cope.

Contracts of care – educators don't have to do a contract of care if there are one-off changes to the hours for the day. If the child changes days or comes in extra days then a contract of care needs to be completed. Although the contracts can come in with timesheets, Ang asked could educators send an email advising of the changes beforehand so that they can be entered.

Newsletters - Maree asked could a newsletter go out to parents reminding them to regularly check their MyGov accounts and to reassure parents that all the changes that are occurring are not due to mismanagement by the scheme or by educators. There was also discussion about a regular newsletter for educators. Angela said that it is impossible at the moment.

Staffing – a new trainee will be starting soon. The traineeship will be in Business Administration and the trainee will work across both programs. Robyn will be on annual leave for 2 weeks starting 13th August, and Ang, Tracey and Katrina will all be on leave later in the year.

Children's Advice and Referral Service – the Strong Families- Safe Kids team is redesigning the Children's Advice and Referral Service based on David Thorpe's New Front Door model. The new service will focus on getting the right help early for the child and family in need. In this model the person who answers the first call will be the person who follows the concern through to its conclusion, whether that

be intervention, family support or advice. The New Front Door is already in place in some Scandinavian countries and is being introduced in England. It is designed to prevent the higher risk children falling through the cracks and to avoid multiple people looking at the same case.

Training – Angela asked whether those present would like to have further training sessions this year. Scott Gibson has been scheduled to come back and those present at the meeting thought that they would like this training session to go ahead. Others that have been pencilled in for 2018 will be reconsidered for 2019.

Focus – Assessment and Rating – the scheme is due for A&R this year, but there is no indication as to when that may happen. Janelle Brennan from the Education and Care Unit recently made a presentation to the state-wide Family Day Care Council about those National Quality Areas where family day care needs to improve. These are:

- Quality Area 1.1.1 – approved learning program
- Quality Area 1.3.1 – assessment and planning cycle
- Quality Area 1.3.3 - information for families
- Quality Area 2.1.2 – health practices and procedures
- Quality Area 2.2.2 - incident and emergency management
- Quality Area 3.2.3 - environmentally responsible
- Quality Area 4.1.2 - continuity of staff
- Quality Area 7.2.2 – educational leadership

There was some discussion about how to ensure that educators are covering all the areas required in Quality Area 1 – educational program and practice. It was suggested that maybe there could be some form of checklist that educators can use. Katrina and Robyn will have a look at this. Katrina also suggested that educators have a statement about their program to go at the front of their documentation – a summary of why/how you do what you do. This will be followed up as well.

Meeting closed: 8.30pm

Next meeting: Tuesday 11th September.