

**Minutes of the Scheme meeting held on Tuesday 26th June 2018 at Clarence Family Day Care Scheme offices,
Alma Street Bellerive**

Present: Jandi Speakman, Angelica Sunnucks, Tammy Cranfield, Kylee Mitsakis, Karen Masters, Dee Francis, Gabrielle Haley, Maree Woods-Trezise, Jayne Wiggins, Ruth Mitchell, Debbie Morey, Belinda Leaman, Jodie Murray, Kim Abbott, Jackie Mianowski, Karen Cross, Katie Dermody, Sally Lovell, Nita Kitto, Janet Davey, Jackie Devereaux-McLean, Nikki McKeown, Robyn Horner, Tracey Mason, Angela Free, Angela Stanley-Gasparin

Apologies: Sharon Dorsett, Tina Sansom-Karppa, Mel Swards, Celeste Maass, Maureen Taylor, Linda Spencer, Jorja Clifford, Ange Bell, Rachel Cutcliffe

General business:

- **Office phones** – please use the new numbers. The old ones are no longer functional
- Funding grant – the scheme's application for funding was successful. It will be \$180,000 over 3 years and although it is not anywhere near the funding needed, it is helpful.
- **Evacuation/invacuation practices**- information from the ECU now stipulates that these must occur within each 12 week period. It is now written on the daily safety checks as a reminder.
- **Claremont College playgroup** – is now offering playgroups for family day care educators. Times and contact information are available from Angela.
- **Training opportunities** – the Destinations Tasmania Early Years Conference is on Saturday July 28th. Information is available through Gowrie Training. Inspired EC is conducting a training day on care for babies and toddlers called Birth and Beyond on Saturday 18th August. Information is attached. Semman and Slattery have a workshop 'Documentation ain't a dirty word – making it your friend not your enemy' in Launceston on Saturday 14th July. The Family Day Care Australia conference is in Brisbane in September.
- **Uniforms** – some winter vests and jackets in various sizes are available in the office for educators to try. Further information on costs is available from the office.
- **Educator visits** – there has been some interest expressed in visiting other educators to look at different environments. If anyone is interested, please talk to Robyn.
- **Angela** is taking some unavoidable personal leave in early July.
- Over the next few weeks the transition to the new CCS system means that staff are not always going to be available to answer queries immediately. Please be patient – someone will always ring or email back.

Focus: the new Child Care Package – taking effect from 2nd July

- Ang explained how the new calculations will work. Examples were available.
- Our service will have to change fortnights to comply with the Commonwealth's new system. Timesheets for the week beginning Monday 24th will need to be in the office by Monday 2nd July. This one week will be processed and pays will be in educators' bank accounts by Thursday July 12th. The new fortnights will begin from July 2nd. All educators will have received a green sheet with the new dates.
- Ang reminded educators that all Commonwealth subsidies for parents are now calculated fortnightly and not weekly. If parents are concerned about their entitlements they need to contact Centrelink – services are not able to make any changes.
- Contracts for care can no longer come in with timesheets they refer to. Any changes must come into the office at least 2 weeks before the changes come into effect.
- Educators who have their own children under the age of 13 need to keep the office informed of where their children are. Although this happens now, it is believed that there will need to be a more formal system.

There are still many unknowns about the new system. As soon as new information is confirmed educators will be notified. Educators are asked to regularly check their emails.

Meeting closed at 8.30pm. **Next meeting** is on Monday 6th August