

Minutes of the scheme meeting held on Tuesday 4th via Microsoft Teams starting at 7pm

Present: Jackie Devereaux-McLean, Angelica Sunnucks, Dee Francis, Maree Woods-Trezise, Linda Spencer, Debbie Morey, Tammy Cranfield, Sally Lovell, Jorja Clifford, Angela Stanley-Gasparin, Tina Sansom-Karppa, Janet Davey, Jayne Wiggins, Gabrielle Haley, Kim Abbott, Tracey Mason, Jodie Murray, Johanna Venola, Ange Bell, Angela Stanley-Gasparin, Nikki McKeown, Leonia Imani, Katrina Stewart.

Apologies: Nita Kitto

General Business:

- **Play sessions:** During term 3 Play sessions are held each Wednesday. We didn't have a great response to Play sessions this term; if educators would like to use the space on other days, they are to contact Ange Stanley-Gasparin.
- **Staffing:** We are in the process of arranging a new field coordinator to support Robyn in field visits. We hope to introduce this person soon, this person will bring a wealth of knowledge to our scheme.
- **COVID-19 Management Plans and Excursion Risk Assessments:**
 - All small business operators need to have a COVID-19 Management plan, this plan should reflect the measures you have put in place to reduce the risk to families and children attending your service.
 - Educators taking children out on excursions should revise their Excursion Risk Management plans to incorporate COVID-19 measures they have in place. Robyn has reviewed the form, and this is available if you have not already reviewed your excursions.

Return of CCS/Transition Payments: Angela discussed the recent return of CCS payments and the ceasing of BCP to educators. From the 13th July parents are once again paying for their childcare. The new transition payments were also discussed.

The transition payments had now been set at \$1.50 per hour per educator an increase from the originally discussed \$1 per hour. These payments are being made fortnightly to educators on the opposite week to CCS payments and are calculated on the actual hours that educators work once their timesheets have been received for the fortnight.

As the Scheme is receiving this transition grant educators cannot claim Jobkeeper after the 20th July 2020.

Assessment and Rating – Partial re-assessment – The Education and Care Unit have informed us that they will be conducting a partial re-assessment of our FDC Service. This partial re-assessment will look at Quality Area **2.2.1 –Supervision:** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard and **7.1.2 -Management Systems:** Systems are in place to manage risk and enable the effective management and operations of a quality service.

During the partial re-assessment the assessor will visit two educators; the educator that didn't meet the standard and another educator off our educator list. The assessor will be looking at areas 2.2.1 and 7.1.2. only.

We have not been notified of dates, but will be given 2 – 3 weeks notice of the visits.

Red Nose Training: As part of our Quality Improvement Plan we are looking into training for all educators on safe sleep practices. We have contacted Red Nose to work out the best way to get all our educators trained. We will let educators know how to complete this training.

Medical Management and Communication Plans: Katrina discussed the importance of completing medical management and communication plan for all children with a diagnosed medical condition. When parents notify you that their child has a condition that requires you to change your practices and are conflicting with our policies and procedures you must get parents to complete the necessary paperwork.

If you have children with a medical management and communication plan you need to provide a copy to the office to be added to their file.

Visiting the Office: We have reviewed our COVID-19 Safety Plan for the office space; We ask that everyone entering the office foyer sign the COVID-19 log located at the front door. If you do not need to come in please ring the door bell and someone will come and talk to you, alternatively phone the office or beep your horn and someone will come out and talk to you at your car.

Meeting closed: 7.30pm

Next meeting: Tuesday 15th of September 2020