

Minutes of the Scheme meeting held on the 2nd November 2021 via Microsoft Teams

Present: Nita Kitto, Kim Abbott, Tina Sansom-Karppa, Jayne Wiggins, Jackie Devereaux-McLean, Jackie Mianowski, Nikki McKeown, Jayne Wiggins, Angelica Sunnucks, Linda Spencer, Agnes Matthew, Gabrielle Haley, Jodie Murray, Tammy Cranfield, Jonna Vennola, Nicole Riley, Chani Thorp, Jade Thorp, Kylee Mitsakis, Jorja Clifford, Angela Stanley-Gasparin, Chris Tanner, Robyn Horner, Tracey Mason, Lawrice Jack.

Apologies: Mel Swards, Debbie Morey, Janet Davey

General business:

ECU monitoring visit – although the authorised officer suggested changes to educators' environments, the photos she took were also examined by another officer. Points raised were:

- Power point covers need to be in place
- Evidence of invacuations and evacuations for the last 12 months and they must be within the 12 week period.
- Bathroom products such as air fresheners, shampoos and conditioners are to be out of reach
- Fencing – children are not able to go under, over or through the fences
- External doors must be locked
- Remove sink plugs, including the push down ones
- When moving things around the environment both inside and outside, look at the overall space to ensure that you haven't created a climbing hazard
- Educational program and practice – the cycle of planning needs to be evident in your documentation.

The ECU's current state-wide focus is on educators who care from areas other than their main home. They are particularly looking at the provision of natural light, ventilation and clean and safe spaces.

CPR training course – Tina has organised a CPR training course for Saturday 4th December 9.00-10.30 in the play sessions building. The cost is \$65.00 payable on the day. Contact Angela to book.

Harmony - the OSHC services have rolled out online enrolments for 2022 and hopefully the teething issues that have become evident will be ironed out so that FDC online enrolments will be easy to navigate. Educators will be given more information on the process at a later date. There will still be paper-based enrolments available.

CCS payments – educators may be aware that for some families the CCS payments for weeks 1 and 2 are different. It affects week 1 only and the reasons are unknown. Please contact Tracey if you would like her to talk to any parents affected by these changes.

ACECQA: amendments to regulations, October 2021 –amendments have been made to several regulations, including transporting children (102(4)). Please ensure you have signed authorisation for ALL children currently in care.

QR codes – Chris has compiled a list of QR code links to websites that contain information that educators are required to have available for parents. The list has been distributed but will also be available as a laminated hard copy and distributed to educators.

Christmas arrangements – the educators' Christmas function will be on Thursday 9th December. This will also be the last day of play sessions for 2021. The office will close on Friday 24th December at 1.00pm and will re-open on Tuesday 4th January.

Alma Street building works – the senior citizens' building upgrades haven't started as there have been delays in the tender process. The plans for the play sessions building have yet to be approved by Council and once approval has been granted the plans will be made available for educators to view.

Logo update – the colours of the Clarence Children's Services logo have been made brighter to align more with Clarence Council's colours. The sign on Alma Street and on the building will be changed

General business – Lawrice spoke about "Behaviours that challenge educators". Ang has emailed out the power point slides to educators.

Meeting closed at 8.30pm