



MINUTES

EARLY YEARS PARTNERSHIP COMMITTEE

held on 24 November 2016 at 10.00am in Melton Community Hall, Meeting Room 4

Present: Natalie Bakai, Principal, Kororoit Creek Primary School
Leigh Cruickshank, Coordinator Early Years Partnerships, MCC
Bev Shaw, Maternal and Child Health Coordinator, MCC
Vicky Matthews, Manager Families and Children, MCC
Sophie Ramsey, Councillor, City of Melton
Lara Carli, Councillor, City of Melton
Fiona Norman, Early Childhood Performance and Planning Advisor SWV Region
Brimbank/Melton, DET
Michelle Marion, Koorie Engagement Support Officer, DET
Peta Brincat, Community
Delia Clarke, Community
Paul Schwartz, Principal, Wedge Park Primary School
Melissa Sappupo, Manager Community Health and Health Promotion, DJHS
Sarah O'Kelly, Executive Officer Partnerships and Early Years, BPA
Leigh McCallum, General Manager Operations ECMS
Helen Cooney, CEO, Caroline Chisholm Society
Carly Middleton, Operations Manager, TRY Children's Services
Colleen Turner, Western Region Coordinator, VICSEG New Futures
Cherie Salmon, Children and Families Program Officer, NWPHN
Vicki Tattersall, Program Manager, SASHS CAPPS
Danielle Wilton, Family and Community Development Worker, TRY Children's
Services
Luai Leuga, Regional Parenting Services Coordinator, MacKillop Family Services
Aaron Tan, Team Leader Housing Services, MCC
Marita Hynds, Team Leader Kindergartens & Occasional Care, MCC
Troy Watson, Manager Libraries, MCC
Mia Lobé, Healthy Children Growing Together Project Officer, MCC
Dev Nedjip, Minute Taker, MCC

Chairperson: Natalie Bakai, Principal, Kororoit Creek Primary School

1. Welcome

N Bakai welcomed all attendees.

N Bakai acknowledged the Traditional Owners of the land on which we are gathered and paid respects to their elders both past and present.

2. Apologies

Julie Barber, Customer and Service Delivery Manager, Scope
Jennifer Robinson, Principal, Kurunjang Primary School
Penelope Lyne, Residential Nursing Unit Manager, Tweddle Child and Family Health Service
Serena Lasslett, OSHS Coordinator, YMCA Taylors Hill
Lesley Murray, Community Participation Team Leader, DHHS BMA
Kate McKernin, Team Leader, Catholic Care
Narelle Cahill, Centre Director, YMCA Taylors Hill
Tony Ball, Lifelong Learning Officer, MCC
Kristie Lawson, Early Childhood Coordinator, MCC
Helen Schiele, Senior Early Years Advisor, Independent Schools Victoria
Emma Orchard, Child Protection, DHHS
Nicole Skate, Area Manager, Goodstart

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting**Motion**

Cr S Ramsay / H Cooney

That the Committee adopt the minutes of the Early Years Partnership Committee meeting held on 18 August 2016.

5. Business Arising

The Vulnerability guide project briefing on agenda for today's meeting CALD Intercultural officer was unavailable for November, rescheduled for February meeting.

Roadmap to Reform document distributed. Lesley Murray is an apology for today - will be rescheduled.

The Best Start Logic model has been completed and on the agenda for today.

6. General Business**6.1 Vulnerable Children working group MOU**

Speaker, Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council.

- L Cruickshank provided context for the Vulnerable Children working group and the previous consultation in developing the Memorandum of Understanding (MOU) for the group. The draft MOU has now been finalised and was presented to the Committee for comment.
- The Early Years Partnership Committee and Vulnerable Children working group were acknowledged for the outcomes achieved during 2016.



MINUTES

6.2 Overview of 2016

Speakers, Natalie Bakai, Principal, Kororoit Creek Primary School and Leigh Cruickshank, Coordinator Early Years Partnerships, Melton City Council.

- An overview of the 2016 calendar year was provided and it was noted the considerable variety in topics and discussions that have occurred throughout the year.
- V Matthews invited the committee to provide their input into the agenda for 2017 meetings.
- Cr S Ramsay suggested a presentation on the demographics of Melton's diverse community and a 'flythrough of new facilities'.
- Cr S Ramsay acknowledged how important and valued the Early Years Partnership Committee is to Melton City Council.

Action

A presentation of most recent community demographic information is to be scheduled in 2017.

6.3 Vulnerability Guide project briefing

Speaker, Helen Cooney, CEO, Caroline Chisholm Society.

- H Cooney discussed the importance of the collaborative effort in the development of the Shepparton Best Start Child and Family Vulnerability Guide toolkit which was developed for Maternal Child Health and Kindergartens.
- The Vulnerability guide project is being implemented by Caroline Chisholm with Kindergartens in the City of Melton. The guide is a two-page document used as a practice tool for practitioners working with families. The categories of vulnerability in the guide were unpacked.
- Workshops have been provided for practitioners. The roll out of this project has been completed in conjunction with the Maternal and Child Health service and aims to enable a shared understanding of the definition of vulnerability and referral pathways.
- Data is being recorded for preparation of an evidence based report for the project.
- F Norman discussed how Melton and Brimbank are utilising the data collection process and how MCH nurses have improved data collection, consistent understanding and integration of services.
- P Schwartz identified a gap between the understanding of vulnerability and the services provided from birth to school age and the impact this may have for vulnerable families once children attend school.
- F Norman discussed that the new DET model includes a transition framework, where there will be additional forums for kindergarten and prep teachers. There will be a new transition officer for 0-18 year old children at DET. Transition statements will be online in the future.
- H Cooney raised concerns about Child Safe Standards and how vulnerability is dealt with in the future.
- L Cruickshank discussed a recent article about transition called 'Deconstructing the norm', which is based around teachers having no prior knowledge of their students in the first two weeks to create a level platform for all children.

Action

Transition between kindergarten and school to be scheduled as an agenda item in 2017.

L Cruickshank to distribute 'Deconstructing the norm' article to the committee.

6.4 New Kindergarten Guide

Speaker, Marita Hynds, Team Leader Kindergartens & Occasional Care, Melton City Council.

- An update was provided on the kindergarten enrolment process in 2016 and the proposed changes to the enrolment policy for 2017.
- Proposed changes include 'Non-residents' label to be renamed as 'families living outside the municipality' in 2017 and a different timeframe for processing these enrolments.
- Priority list for kindergarten access is categorised and an additional criteria of 'Health Care Card holders' is being proposed in 2017. Discussions were held around this priority and it was raised that families falling just outside of the health care card criteria may sometimes need assistance also. Marita explained that families that don't meet a certain criteria can still be assessed for priority due to other hardships. V Matthews noted that Melton is fortunate to have sufficient Kindergarten places for all eligible children within the municipality.

6.5 Best Start

Speaker, Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council.

- Melton Best Start Logic Model 2016-2017 hard copies distributed to the committee and unpacked. The model consists of a breakdown of the focus/target groups, inputs, strategies (high level outcomes), short-term outcomes and Best Start outcomes. Discussion was held around building relationships through family centred practice as a goal and how focus/target groups are selected to identify vulnerability.
- C Turner raised discussion point regarding supported playgroups and how they are reflected in the model. L Cruickshank discussed that this is one of the Medium term Best Start Outcomes and will meet with C Turner to discuss further.
- V Tattersall requested that a data version number be added in addition to the date of the Logic Model for easy identification.

Speaker, Bev Shaw, Coordinator Maternal and Child Health, Melton City Council.

- 'Patchwork', a web application from the UK where services, with consent, can search other provider contacts who are working with a client. F Norman discussed DET have endorsed the portal and that DHHS is yet to. Clients can also have access to the portal.
- The committee is in agreement that an information session be organised for interested agencies.

Action

L Cruickshank to add version number to Logic Model document.

Patchwork application meeting to be scheduled in 2017.



MINUTES

6.6 DET Update

Speaker, Fiona Norman, Early Childhood Performance and Planning Advisor SWV Region Brimbank/Melton, DET

- Fiona discussed the Marrung forum; a multidisciplinary approach to provide services for Aboriginal families and the participation rates of children in kindergarten. Weblink to the plan is <http://www.education.vic.gov.au/about/programs/aboriginal/Pages/marrung.aspx>.
- Aboriginal curriculum to be embedded from early years to high school. P Brincat raised the recent efforts of West Melton Primary school and Kindergarten to improve outcomes in this area. L Cruickshank to discuss further options with P Brincat.

Action

L Cruickshank to discuss options for West Melton with P Brincat.

6.7 DHHS Update

- No DHHS representative was present to provide an update.
- V Matthews requested that F Norman follow up with DHHS to ensure a representative is available to attend future meetings. This had been followed up prior to this meeting however there was no one available on this occasion.

6.8 Project Updates

Speaker, Melissa Sappupo, Manager Community Health and Health Promotion, DJHS.

- Better Outcomes, Brighter Futures update. Abecedarian training opportunities available for committee and Courageous Conversations training expression of interest are now being taken.
- Update on Babeneek Booboop, Koolin Balit Early Years Project. Melissa raised an error in 18 August EYPC minutes; that an Aboriginal advisory committee has not yet been formed and that expressions of interest are being taken.

Speaker, Sarah O'Kelly, Executive Officer Partnerships and Early Years, BPA.

- Pre-purchased places update. 17 places across 8 services for vulnerable families. Nida (Family support practitioner at Caroline Chisholm Society), to be working with these kindergartens and families to build capacity using vulnerability toolkit.
- Training is available for staff working with families and having difficult conversations. Staff are working with the outreach family support workers to improve support for families who require this.

6.9 Online Directory Launch

Speaker, Leigh Cruickshank, Coordinator Early Years Partnership, Melton City Council

- Melton City Council is to launch the Online Directory on 15 December 2016. The Online Directory is to replace the paper based Early Years guide. The directory is designed for families with children 0 to 12 years old who live within the municipality of Melton and will be a central location where people can gather extensive information about a range of services.

Web link: melton.vic.gov.au/familiesandchildrendirectory.

MINUTES

- The directory will also be an avenue where current and new services can also upload details or make changes to existing information ensuring that the information contained on the directory will be relevant and current.
- Committee members were asked to check if their service is on the directory and to ensure they send updated details to be included.

7. Other Business

Schedule for 2017 meetings

Action

L Cruickshank to distribute schedule of 2017 meetings to the committee.

8. Next Meeting

The next meeting is to be held on February 2017 commencing at 10.00am in Civic Room 2.

9. Close of Business

The meeting closed at 12.02pm.