



## MINUTES

### EARLY YEARS PARTNERSHIP COMMITTEE

held on 14 February 2019 at 10:00am in Botanica Springs Children's and Community Centre

**Present:** Helen Cooney, CEO, Caroline Chisholm Society  
Brendan Ball, Manager Families and Early Years, City of Melton  
Karen Curson, Coordinator Early Years Partnership, City of Melton  
Troy Watson, Manager Libraries, MCC  
Fiona Norman, Early Childhood Performance and Planning Adviser, DET  
Sarah O'Kelly, Executive Officer Partnerships and Early Years, BPA Children's Services  
Genevieve Callander, Manager Paediatric Services, DjHS  
Charry Owens, Project Coordinator Koolin Balit Babaneek Booboop Early Years Project, DjHS  
Sophie Ramsey, Councillor, City of Melton  
Tabitha Farrugia, Area Manager, TRY Children's Services  
Lynn Semini, Area Manager, TRY Children's Services  
Proxy, Meredyth Davies, MCH Melton Team Leader, City of Melton  
Colleen Turner, Western Region Coordinator, VICSEG New Futures  
David Wright, Inclusion Manager, Victorian Inclusion Agency  
Delia Clarke, Community Representative  
Penny Lynne, Manager Residential Services, Tweddle Child and Family Health Service  
Jo Macfarlane, Early Years Support Officer, Foundation House  
Kathy Cooney, Coordinator Early Years Programs, Foundation House  
Janelle Taylor, Koorie Engagement Support Officer, DET  
Proxy, Kim Garlick, Advisor Population Health & Community Wellbeing, DHHS  
Dev Nedjip, Minute Taker, City of Melton

**Chairperson:** Helen Cooney, CEO, Caroline Chisholm Society

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#### 1. Welcome

H Cooney welcomed all attendees and acknowledged the Traditional Owners of the land on which we are gathered and paid respects to their elders both past and present.

#### 2. Apologies

Carolynne Reich, Maternal and Child Health Coordinator, City of Melton  
Bethany Saunders, Principal, Kororoit Creek Primary School  
Lara Carli, Councillor, City of Melton  
Carly Middleton, Operations Manager, TRY Children's Services  
Jo Read, DHHS, Team Leader Community Participation  
Nicole Smith, Area Manager, ECMS  
Jarney Newey, Deputy Area Manager, Child Protection  
Chloe Mortimer, Community Representative  
Helen Schiele, Senior Early Years Advisor, Independent Schools Victoria

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Veronica Hunt, Program Manager Children and Parenting Support Service, Salvation Army  
Ellen Smith, Family & Community Development Worker, TRY Children's Services

Resignation of Helen Dorning (Health)

**3. Declaration of interests and/or conflict of interests**

Nil

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

S Ramsey /T Farrugia

That the Committee adopt the minutes of the Early Years Partnership Committee meeting held on 29 November 2018

**5. Business Arising**

Committee members introduced themselves to the partnership.

**6. General Business****6.1 Terms of Reference update****Karen Curson, Coordinator Early Years Partnerships, City of Melton**

Changes made in the Terms of Reference shared with the committee. Discussion was held around when we would not have a quorum and what decisions would be made in the absence of this. S Ramsay asked about email resolutions being removed.

**Action**

K Curson to follow-up with Council's governance team and to share their recommendation with the committee

**6.2 Speed networking****Karen Curson, Coordinator Early Years Partnerships, City of Melton**

K Curson provided an opportunity for committee members to introduce themselves and network. Members were to provide an 'elevator pitch' about themselves and their role and were able to do this in rotating pairs.

**Action**

K Curson to add this to future agenda's to increase knowledge of partners within the Committee.

**6.3 Best Start update and review of annual report****Karen Curson, Coordinator Early Years Partnerships, City of Melton**

Annual Report has been sent out for review and copies available.



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F Norman has provided data from the Kindergarten Information Management System to be added to the annual report. M Davies has also provided Maternal and Child Health data which can be found in the report.

Discussion was held on what change ideas are and the layout of the report.

C Turner asked about the success of a change idea and how these were measured. K Curson explained that this was measured through family and staff Best Start surveys, and through data collected in PDSAs.

The 2019 schema is currently being set up.

### Action

K Curson to add data provided to the Best Start Annual report before submitting.

### Action

F Norman to provide feedback to DET in regards to the layout of the report

## 6.4 DET update

### **Fiona Norman, Early Childhood Performance and Planning Advisor (ECPAPA), DET**

School Readiness - IPC Health have employed staff in the Brimbank Melton area to work with kindergarten services as part of the allied health component. DET continue to working with services to implement approved plans with a focus on data provision re outcomes for the half year and annual review processes, there is a possibility that this work could link with Best Start PDSA cycles.

Respectful Relationships - professional development will be offered to funded kindergarten staff with backfill provided more information will follow when available.

Private Kindergarten Providers – work is occurring to review Governance and Services information as per DET contracts and promotion of Early Start Kindergarten (ESK), Pre School Field Officer (PSFO) program and Child Safe Standards.

Update provided on Early Childhood Intervention Service (ECIS) agencies working with the NDIS, an extension has been provided to continue to fund services where children have not been picked up by the Brotherhood of St Laurence and the NDIS. DET are working with the Brotherhood of St Laurence to provide more information sessions in Brimbank-Melton. Children not connected through ECIS will go straight into the NDIS. Discussion was held around how families in diverse communities are navigating this service.

The Lookout has appointed Samantha Lang as Early Years Advisor for the Brimbank Melton area, this position will continue to work with key stakeholders to support children in Out of Home Care access early years settings for a further 2 year pilot.

Three-year-old kindergarten will be transitionally rolled out between 2020-2025. Scoping and planning need to take place, with infrastructure and workforce being taken into consideration. Hours per week will be scale based on available space ranging from 5 to 15 hours. S O'Kelly asked about 4-year-old kindergarten commitment. B Ball mentioned the 'I love kinder' advocacy campaign.

Maternal Child Health and Supported Playgroups are moving from DET to DHHS. F Norman read the following statement;

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*Following the 2018 State election, the Victorian Government announced Machinery of Government changes to further align the work of the Victorian Public Sector with government priorities.*

*On January 1 2019, responsibility for MCH and early parenting services, including supported playgroups, transferred from DET to DHHS.*

*This change aims to better integrate health, family and social services policy and programs, and build a stronger connection between the universal early help and secondary support platforms.*

*It will provide the opportunity to better connect MCH with the wider health system, including antenatal services, and for supported playgroups to connect with other parenting services.*

*DET will work with MCH and early parenting services over the coming months to ensure services continue to be provided to the community and there is a smooth transition to DHHS.*

*DET will also continue the existing strong connections between parenting, MCH and early childhood education and care, including through the Early Years Compact between DHHS, DET and local government retaining the Early Childhood Development Advisory Group*

**Action**

F Norman to share information with K Curson on DET updates to be forwarded to the committee.

**6.5 DHHS update**

No update.

**6.6 Compact update****Brendan Ball, Manager Families and Early Years, City of Melton**

Brimbank-Melton Compact continues to focus on mobilising and targeting resources at our most vulnerable children, and strengthening referral pathways. A challenge is how to share information without breaching privacy in the new context of sharing information.

**6.7 Advocacy update****Karen Curson, Coordinator Early Years Partnerships, City of Melton**

K Curson met with Council's new Advocacy Officer. Council Advocacy Working Groups have been established, B Ball is a member of the Wellbeing and Education Working Group. There is plans to update the current council document, including a booklet with Municipal information and a range of cards on a variety of advocacy platforms included, these can be used by the members of the partnership. The partnership will be offered the opportunity to provide input into these documents.

**Action**

K Curson to share draft documents with the partnership when available.



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### 6.8 Partnership planning 2019-2020

#### **Helen Cooney, CEO, Caroline Chisholm Society**

Guidance sought from committee for determining a clear direction for the partnership in 2019-2020. Ideas were collated and put onto a whiteboard on a spectrum from easy to hard, and low impact to high impact.

#### **Action**

K Curson to collate ideas and report back to the partnership.

### 6.9 Election of Chair and Executive member

#### **Brendan Ball, Manager Families and Early Years, City of Melton**

B Ball thanked H Cooney for her time as Chair for the past 12 months. H Cooney thanked the partnership for their support.

Vacant partnership positions of Chair and Executive Member were outlined. A nomination was received by G Callander for Chair. B Ball read an email nomination received from N Smith for member as Executive member. No further nominations were received, the committee welcomed these nominations into their new roles.

### 7. Other Business

Committee members were given the opportunity to provide an update about their organisations.

### 8. Next Meeting

The next meeting is to be held on Thursday 2 May 2019, commencing at 10:00am in Caroline Springs Library.

### 9. Close of Business

The meeting closed at 11:59am.