



MINUTES

EARLY YEARS PARTNERSHIP COMMITTEE

held on 28 November 2019 at 10:00am in Russo Estate

Present:

- Cr L Carli, Mayor
- Cr S Ramsey, Councillor
- C Reich, City of Melton
- D Clarke, Community
- N Smith, Early Childhood Management Services
- G Callander, Djerriwarrh Health Services
- L Oliver, North Western Melbourne Primary Health Network
- T Watson, City of Melton
- B Ball, City of Melton
- F Norman, Department of Education and Training
- D Wright, Victorian Inclusion Agency
- E Smith, TRY Australia
- L Semini, TRY Australia
- J Macfarlane, Foundation House
- J Gemoh, Salvation Army - Children and Parenting Support Service
- L Saunders, BPA
- Proxy, Christine Reid, City of Melton
- D Nedjip, City of Melton - (minute taker)

Chairperson: G Callander, Djerriwarrh Health Services

1. Welcome

G Callander welcomed all attendees and acknowledged the meeting taking place in the land of Kulin Nation and paid respect to Kulin Nation people and their Elders both past and present and extended this respect to any Aboriginal people at the meeting.

2. Apologies

H Schiele, Independent Schools VIC
S O'Kelly, BPA Children's Services
J Newey, Department Health and Human Services
D Wilton, TRY Australia
J Taylor, Department of Education and Training
K Curson, City of Melton

C Owens no longer works for Djerriwarrh Health Services.

3. Declaration of interests and/or conflict of interests

Nil.

MINUTES

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

L Semini/N Smith

That the Minutes of the Early Years Partnership Committee Meeting held on 15 August 2019 were adopted by Council at the Ordinary Meeting held on 11 November 2019 be noted.

5. Business Arising

Koolin Balit Early Years Projects were shared with the minutes of the last meeting.

The Koorie Family Fun Day has been rescheduled and is planned for Sunday 15 March, a flyer will be available in the new year.

Family Violence to remain as an action item and to be included at a future meeting.

6. General Business**6.1 Meetings for 2020****Christine Reid, Acting Early Years Partnership Coordinator, City of Melton**

Nominations for chair and executive member positions will be vacated in the first meeting of the year. Committee members were invited to nominate for these positions. A number of positions have reached the end of their tenor for the EYPC and nominations will be sought early next year. Current members were thanked for their contribution to the Committee and reminded that they are welcome to re-nominate.

The positions which are up for nomination are;

Local Government (2 year position)

Early Education and Care (2 year position)

CALD (2 year position)

2x Government Primary Schools (2 and 3 year positions)

Health (2 year position)

The members currently sitting in these positions were thanked for their commitment to the EYPC these included;

C Reich, Coordinator Maternal and Child Health, Melton City Council,

N Smith, Area Manager, Early Childhood Management Services (ECMS),

C Turner, Operations Manager – Programs, VICSEG New Futures,

P Schwartz, Wedge Park Primary School Principal,

B Wallis, and B Saunders from Kororoit Creek Primary School, and,

B Bell, A Aluthgamage and L Oliver from North Western Melbourne Primary Health Network (NWMPHN)

Recently advertised nominations are still pending and will be finalised shortly, the Committee members will be advised about the outcome when this occurs.

Due to the requirement of this committee being the authorising body of Best Start and the change in reporting requirements of this program, it was suggested to align the



MINUTES

meetings in relation to providing feedback for the Best Start annual report. Committee members were asked their preference for the first meeting for 2020 as Thursday 23 January or Thursday 30 January, with a majority preferring January 30.

The remaining dates for the year were outlined as;

Thursday 19 March

Thursday 2 May

Thursday 23 July

Thursday 17 September

Thursday 10 December

The committee highlighted an error with the May date and sought clarification.

Action

C Reid to confirm the meeting date for the May meeting.

K Curson to email 2020 dates as calendar initiations to the committee.

6.2 Terms of Reference Review

G Callander, Manager Paediatric Services, Djerriwarrh Health Services

Terms of Reference handed out for all to review changes.

Discussion held around role of associate and appointed members in their role and responsibilities. Consensus was sought and approved on an additional Early Intervention and Disability position, allowing a new round of nominations next year in line with the normal nomination process.

Discussion was held around the benefits of having consensus instead of voting on decisions.

The committee approved the changes in the new Terms of Reference.

Action

K Curson to submit the updated Terms of Reference to the Policy Review Panel, in line with Council processes.

6.3 DET update

Fiona Norman, Early Childhood Performance and Planning Advisor, Department of Education and Training

Further information was requested at the last meeting on KIS (Kindergarten Inclusion Support) funding. F Norman explained that the Short Term Assistance Support as part of the KIS funding was a trial and funded for a short period of time, and is being evaluated. Discussions were held around concerns around children not receiving intervention and how kindergarten teachers are case managing families and this has

MINUTES

an impact on their work. Discussion held around families facing trauma, and how without an assessment the services cannot access funding to support these children and families.

F Norman provided an update on the parliamentary enquiry for CALD & Refugee families and that there are kindergarten fact sheets for CALD families in Vietnamese, Chinese and Somalian with culturally appropriate photos.

F Norman had handouts available for the committee on Early Start Kindergarten, Brimbank Melton Area – Early Start Kindergarten Fact Sheet, Kinder now start at 3 flyer, leaflet and booklet.

F Norman discussed that members can register for the early childhood email updates.

Action

F Norman to share information for circulation to the Committee.

6.4 DHHS update**Brendan Ball, Manager Families and Children, City of Melton**

An updated prepared by J Newey was provided prior to the members via email prior to the meeting and presented by B Ball.

Child Protection have had a high increase in new reports coming through from Intake, there has been an increase in children from 1,400 mid-year to 1,800 to date across the Brimbank Melton area. In an increase in Child Protection teams from 424 children on 1 July to 513 children currently. C Reich noted that these figures would include children aged from birth to 17 years old.

J Newey reports a number of staffing vacancies across the area (mainly in Investigation and Response) and have a number of people on planned and unplanned leave.

J Newey discussed that the wider organisational redesign is still making its way through internal processes. There will be minimal changes for Brimbank Melton Child Protection team. The changes are hoped to be positive for those who are impacted across DHHS.

DHHS are working with DET to create an ESK vignette, for training and communication in the sector. Discussion was held around staff awareness of ESK in relation to Children Known to Child Protection (CKCP) and Out of Home Care (OoHC), and raising awareness amongst all staff working with families and young children. N Smith asked about the possibility of receiving ESK data as part of the DET or Best Start update as part of future committee agendas. The committee noted that staff are becoming more aware of ESK and that systemic and structural changes in the sector are proving positive in boosting ESK enrolments.

J Newey explained that Child Protection is in the process of working with parents and carers in ensuring that all eligible children are enrolled in school and kinder for 2020.

6.5 Best Start update and review of annual report**G Callander, Manager Paediatric Services, Djerriwarrh Health Services**

The Best Start Annual Report 2019 was shared at the meeting with copies of the report were made available, Committee members were given time to review and feedback was sought to be considered and added to the report. An updated report will be shared with the Committee prior to the January meeting and included as an agenda for endorsement and submission to DET by end of January 2020 as per required timelines.



MINUTES

S Ramsey noted there the statement of the summary of change ideas that have been found not to work under short-term outcome 2 should be further explored to identify learning opportunities.

J Macfarlane discussed that work is being done to support these outcomes but not always being recorded as a PDSA, such as meeting with Long Day Care centres. C Reich advised of new outreach nurses who would be able to further progress work with Long Day Care centres. Discussion was held around service providers supporting their staff in the recording and documentation of PDSAs to support informal change ideas being added to the Best Start portal. N Smith added that challenges of documenting could be added as something the partnership has learnt.

C Reich and F Norman asked about MCH pre and post surveying being included into the report.

The 2020 Best Start Logic Model will be explored at the next VCWG and sent to the Committee prior to the next meeting for further discussion and endorsement.

Action

C Reid to provide feedback to K Curson

K Curson to consider feedback and include as agenda item for meeting to be held on 30 January 2020.

7. Other Business

Nil.

8. Next Meeting

The next meeting is to be held on Thursday 30 January 2020 commencing at 10:00am in Caroline Springs Library & Civic Centre.

9. Close of Business

The meeting closed at 11:27am.