



City of Melton Early Years Partnership  
 Minutes – Meeting 4, 2013  
 Thursday 22 August, 2013

**Meeting:** City of Melton Early Years Partnership

**Date:** Thursday 22 August, 2013

**Present:** Jodie Knox, Chairperson (ECMS), Vicky Mathews, (MCC), Cr Renata Cugliari (MCC) Bev Shaw, (MCC), Sarah O’Kelly (BPA), Sharon Allison (Goodstart), Bernadette Maney (ECMS), Julie Barber ( Scope) , Michael Scholtes (MCC), Carly Middleton (TRY), Gillian Britt for Melissa McGuffie (Stepping Up), Vickianne Purcell ( VACCA), Gail Crane ( Coburn Primary School), Bev Shaw (MCC), Leigh Cruickshank (MCC),

**Apologies:** Cr Lara Cari (MCC), Cr Sophie Ramsey (MCC), Julie Gruis (Community Representative), Fiona Norman (DEECD), Louise Robinson (Community Representative), Natalie Bakai (Kororoit Primary School), Lili-Ann Kriegler (Independent Schools), Jan Webb (MCC), Val Turner (Bunnings Melton), Trish Porter (Noah’s Ark), Effie Pensa (Caroline Springs Bunnings), Melissa Sappupo (DJHS), Gabriella Hendricks (Caroline Chisholm).

**Meeting opened by:** Jodie Knox, Chairperson at 10.06am

Topic	Discussion	Action	Timeline
1.Introductions and welcome activity	Introduction were made and the group shared one thing keeping them busy at work and one thing keeping them busy at home.	Nil	

<p>2. Apologies</p>	<p>Apologies were read and recorded</p>	<p>Nil</p>
<p>3. Acceptance of minutes from previous meeting.</p>	<p>The minutes of the June 20, 2013 meeting were accepted by Sharon Allison and seconded by Bernadette Maney.</p>	<p>Nil</p>
<p>4. Business Arising</p>	<p>The minutes of the April meeting were distributed to the Partnership via email for endorsement. Sarah O'Kelly clarified the details of the regional response to the closure of the waiting list for children requiring complex needs assessments as not affecting Melton at this stage. However it affects Wyndham, Manibymong and Brimbank. The waiting list is still an issue for the West and Sarah will keep the Partnership updated on this topic.</p>	<p>Nil</p>
<p>5. Terms of reference for the Working Groups</p>	<p>Terms of reference have been developed for the Maternal and Child Health and Kindergarten Working groups. A draft was circulated with the agenda and open for comment. The Terms of Reference were endorsed by the Partnership without changes.</p>	<p>Terms of reference to be implemented.  August 2013</p>
<p>6. Best Start Working Group reports</p>	<p>Bev Shaw reported on the Maternal and Child Health working group which is working on the Best Start priority indicator to increase attendance at Maternal and Child Health. Key points:</p> <ul style="list-style-type: none"> <li>• Fridge magnets have been delivered and are in use.</li> <li>• Investigate the development of an engagement project that will operate out of a pharmacy. Discussions are progressing well. The pharmacy has expressed interest and have made this a priority.</li> <li>• Identify key stakeholders to inform strategies for effective engagement of Koorie families in MCH service. Met with VACCARE mobile playgroup for ATSI families in Melton. Have also met with a representative from the Department of Health who is undertaking a project to increase immunisation rates amongst ATSI families. Will identify ways to work together.</li> <li>• Re-engagement pilot underway targeted phone calls to non-attenders who have missed two consecutive appointments. Currently collecting data to evaluate the success of this strategy and to inform future actions.</li> </ul>	<p>Bernadette Maney reported on the Kindergarten Best Start Working group which is</p>

	<p>working on the Best start priority indicator to increase participation in Kindergarten. Key points:</p> <ul style="list-style-type: none"> <li>• Providing consistent signage that will be prominent on a short term basis outside of Kindergartens. Project under way to have 5 large signs installed and moved between venues.</li> <li>• Investigating the possibility of conducting a "Kindergarten Open Day" in order to promote kindergarten within the community.</li> <li>• Investigating cards containing info about "best time to call/visit" to give parents who come into kindergartens during session times. This will assist the teacher to provide an unhurried, positive, friendly approach.</li> <li>• Working in partnership with the Supported Playgroup (SPPI) program to operate a playgroup within a retail outlet which includes Kindergarten enrolment advice and assistance –awaiting response from stores senior management.</li> <li>• Investigating University of Ballarat undertaking an evaluation of the project</li> </ul>	
<p>7. Municipal Early Years Plan (MEYP) report and update</p>	<p>Leigh Cruickshank provided a status report on the evaluation of the current MEYP and the development of the 2014-2017 MEYP. Consultations have been completed and data is currently in the closing stages of being finalised. The results of the parent/carer survey and children's consultation were presented. 375 families responded to the survey. Comparisons were made to the previous survey which was conducted in 2010. Areas of progress were noted as well as issues for families that need to be focussed on in the future. New data was collected also which can be used for benchmarking progress in the future. Additional demographic data was added as well as questions relating to families experience of services and their level of integration. Vicky Matthews informed the Partnership that we are happy to share these results as they contain areas of interest for many services and may assist in their planning.</p>	<p>Partnership members to contact Leigh if they would like a copy of the presentation.</p>
<p>8. Engaging Children in Decision Making presentation</p>	<p>Leigh Cruickshank circulated and gave a presentation about the Engaging Children in Decision Making document and the partnership process involved in the development of the guide. The guide was a partnership initiative across LGA's as well as a school and DEECD and launched in Melton in May 2013. The guide is written for all who plan, develop or provide services or facilities where children are involved and provides practical suggestions on how to implement this. Leigh invited anyone interested in further discussion about rolling out the guide to</p>	

9. Best Start Annual report	<p>contact her. ECMS has already expressed interest in being involved in getting the message out to others.</p> <p>Leigh Cruickshank gave a summary of the Best Start Annual report that was submitted recently to Department of Education and Early Childhood Development. Maternal and Child Health attendance rates showed improvements in the age groups from 8 months to 3.5 years. Attendance rates for the Home visit to 4 month visits show minor changes some of which are decreased. Bev Shaw explained the change in criteria for recording of these visits and the affect this would have on the data. Kindergarten participation rates show an increase however the accuracy of the data was discussed. There has also been a change in how this data is collected by the State Government particularly relating to where the child lives or where the child actually attends Kindergarten.</p> <p>These results are both positive however caution is to be exercised due to the changes in data collection criteria.</p> <p>The report also included updates of the activities of the working groups and financial accountability.</p> <p>Jodie Knox informed the Partnership that she can be contacted as Chairperson quite separately to Council.</p> <p>Jodie and Leigh thanked the members of the working groups for all of their efforts and dedication to the activities of the groups and progress achieved.</p> <p>Jodie Knox invited expressions of interest from members who would be able to provide a brief presentation about a project/ aspect of their service which would assist others to be better informed of the valuable work that is happening in services.</p> <p>Vickianne Purcell agreed give a presentation. Julie Barber will follow up with her team and may be in a position to give a presentation also.</p> <p>Other members were invited to contact Leigh Cruickshank if interested now or in the future so these could be scheduled into the agenda.</p>	Nil	
10. Presentation to the Early Years Partnership from one of members	<p>10am Thursday 24 October 2013 at Melton Civic Centre, Community Hall meeting Room 4, 232 High St, Melton.</p>		
11. Next meeting	<p>There were no other items of business raised.</p>		

Meeting closed at 11.55 am