



Yangebup Family Centre Inc

CHAIRPERSON'S ANNUAL REPORT – 2013-2014

The last financial year has proved to be very successful for the Yangebup Family Centre (YFC) on various levels. On an operational level, the Centre continues to evolve and consolidate its business under Sam's leadership, which we are grateful for. We are working closely with the Department of Local Government and Communities to review our business focus and to investigate new opportunities to provide services to the community while maintaining our financial status. The YFC now provides a greater number of services as compared to 12 months ago and we are hoping to continue this trend.

At a strategic level, we have worked to develop a new strategic plan and to review our Constitution with the help of a Consultant. We have been fortunate to have received a Lotterywest grant of almost \$30,000 to undertake this work. This is one of two (2) Lotterywest grants we have received this Financial Year, with the other grant (also approx. \$30,000) being used to buy new furnishings and equipment for the Centre.

The challenge going forward is to maintain our focus on identifying opportunities for service development and improving services while ensuring we sustain our financial viability. There continues to be challenges ahead in relation to the children's services we provide and whether there will continue to be a demand for these services. We will need to be prepared to change our focus if required.

Our staff have done a fantastic job over the last 12 months and while we have had to make some tough staffing decisions, they have been necessary in order to meet our accreditation requirements and to ensure our financial stability. Having said that, we are appreciative of the work done by the staff and it is imperative that we continue to provide them with professional development opportunities and to support them as much as possible.

We are also grateful to the families and individuals that support our Centre by participating in programs and volunteering to help through various initiatives. The YFC would not exist without the community support.

On a personal level, I am grateful for the work and support of the Management Committee, particularly the secretarial and financial management support provided. All Committee members have contributed during the year to the Centre's ongoing growth and I am hopeful that this will continue. Our challenge is to get other parents involved in this important work because it is always good to get fresh ideas and input into the management functions undertaken by the Committee.

I have now been in the Chairperson position for two years and the YFC has come a long way in that time. I think some of the reasons we have been successful over this time is the stability we have had at Committee level and the strong leadership and hard work provided by Sam. I thank you all for your support and hope you have enjoyed being involved in the YFC's development as much as I have.

Clory Carrello



Yangebup Family Centre Inc

CENTRE MANAGER ANNUAL REPORT 2013-2014

During the past 12 months I have had the opportunity to develop relationships with key stakeholders and continue working with the committee and staff to plan for the future development of the centre.

Key achievements include;

- Service Model Review and development of partnerships
- Promotion & Marketing including the Open Day, website, facebook and newsletters
- Additional services including Playgroup with Leader, parenting workshops with crèche, well-being workshops with crèche, Cuppa'n'Chat sessions and First Aid courses
- Embracing the new early years framework and providing training and team development opportunities for staff
- Receiving grants from the City of Cockburn for presentation equipment and crèche, St John Ambulance for a defibrillator and Lotterywest for facility and equipment upgrades
- Receiving a Lotterywest grant to facilitate an Organisational Review including Strategic Plan, Constitution and Governance, HR & Finance review, and policies and procedures

The committee and staff have provided me with great support this year. Thank you to our current committee Clory, June, Suzie, Joni, Jan and Ann for volunteering your time and providing your support to assist in the development of the centre.

Our staff have done a great job to ensure the smooth running of the centre programs and I would like to thank our current staff Jo, Hollie P, Holly F, Salma, Mandy, Jess, Elena, Toni and Debbie for all their hard work. Thanks also to our cleaner Cynthia and regular handyman Peter Wright.

Our regular user groups are a very important part of the centre and I would like to acknowledge their support;

- YPA Leisure Group
- Crafternoon Tea
- Yangebup Child Health Centre
- Jesus Reigns Ministry

And our newly formed group;

- Make it, Meet up

I would also like to acknowledge the support of our major partners;

- Department of Local Government and Communities
- Department of Education
- Lotterywest
- City of Cockburn
- Alcoa

Finally I would like to thank our members who provide valuable support to the centre every day.

I am looking forward to the continuous improvement and challenges that lie ahead as we continue to work towards meeting the needs of our community and providing a prosperous and vibrant centre.

Samantha Williams



Yangebup Family Centre Inc

CHILDREN'S SERVICES ANNUAL REPORT 2013-2014

As at the 13th December 2013 (Term 4), an amendment was made to the Education and Care Services National Regulations 2012, which required an Education and Care Service to have an Early Childhood Teacher employed. For our service (25 – 59 children) we needed an Early Childhood Teacher for 60% of our operating hours per day. We therefore were very lucky to have employed Holly Forbes. She commenced her employment in January 2014.

Jill Porter and Tina Stevens' employment came to an end at the end of term 4, 2013. Tina Stevens continued to help out with relief.

Hollie Pattinson has taken over the running of our Occasional Care program, with huge success. The numbers are mostly full each session. Thanks also to Salma AlSaliby, Mandy Sawiak, Jess Sawiak and Toni Jelinek (newly employed) who are doing a wonderful job in Occasional Care alongside Hollie Pattinson.

At the end of term 1 2014, Leah Moncrieff handed in her resignation as Children's Services Co-ordinator. The position was offered to Joanne McGillivray, who accepted.

The kindy programme is running smoothly with Holly Forbes, Hollie Pattinson and Joanne McGillivray as the Qualified Educators. Elena Crump joined our team in Term 2 alongside Jo. Mandy is doing a wonderful job with Holly and Hollie on the other kindy days.

Playgroup and Playclub are still being run by Joanne McGillivray with much success.

Hollie Pattinson has enrolled in her degree for Early Childhood Teaching, commencing February 2015. Hollie Pattinson and Holly Forbes will share the 60% of the operating hours, as Holly Forbes is reducing her hours to 2 days a week to be able to spend more time with her son.

The Staff have been putting in a lot of time and effort into learning and embracing the Early Years Learning Framework (EYLF). This is an important area in the 7 Quality Areas of the National Quality Framework. The Staff have been on Professional Development training to increase their knowledge and understanding of the framework. They are all doing a wonderful job.

Joanne McGillivray has been on numerous PD's and networking meetings keeping the centre up to date with the Department of Communities, Education and Care Regulatory Unit (ECRU). Jo attended a PD on the Quality Improvement Plan (QIP). This was a very useful and informative meeting. The QIP is an ongoing document which is required to be handed in to the Assessor before they come to assess our centre. Jo also attended a sustainability workshop run by Little Green Steps. Sam and Jo attended a HR and Governance training run by Linkwest. We, as a team are committed to helping the centre grow and offer the best for the families and user groups that come through our doors.

Joanne McGillivray