



# Annual Report

2014



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## About the Annual Report

This report presents progress towards achieving the objectives of our strategic plan and KCCC vision and aims for the future.

The purpose of the Annual Report is to:

- reflect on performance against the National Quality Standards for Early Childhood Education and Care and KCCC values and goals
- highlight key achievements
- highlight performance and statistics
- provide a summary of KCCC's financial position as at 30 December 2014

If you would like further information on any aspect of this report, please contact Sigi Hyett, the General Manager of the centre, on 9376 4565.

## Kensington Community Children's Co-operative

Kensington Community Children's Co-operative (KCCC) is a parent-managed co-operative offering long day care, integrated long day care and kindergarten and sessional kindergarten services to children in Kensington and the surrounding areas. The centre operates 50 weeks of the year and programs are primarily for children from 6 weeks to 6 years of age. The facility is owned by the City of Melbourne (CoM). KCCC leases the building and works in partnership with the CoM to maintain the premises.

KCCC is unique in its Co-operative model that is designed to foster positive family involvement, where the concept of family is at the centre. We place great importance on developing strong relationships with families and children and listening to children's voices. This assists us to develop meaningful programs that nurture children's needs and interest. Our natural setting is an integral part of our program where we encourage and foster sustainable practices.

## Background

KCCC was established in 1982 in Henry Street, Kensington as a 35-place long day care centre. In 1996, when demand far exceeded the capabilities of the Centre, the CoM built the facilities in Altona Street, alongside the existing Kindergarten. The service relocated to its current 140-place facility, which includes 80 places for 4-year-old Kindergarten.

## KCCC Philosophy

*KCCC is a not-for-profit community organisation that values and supports children and their families. We provide quality early childhood education which helps children grow, develop and learn in a safe and stimulating environment. Our natural setting is an integral part of our program and we encourage and foster sustainable practices.*

### VALUES

#### **In relation to children;**

We value the uniqueness of each child, their interests, learning styles, and backgrounds.

#### **In relation to families;**

We recognise and value the primary role that families play in their children's lives.

#### **In relation to staff;**

We value all staff at KCCC, acknowledge their commitment and support their continued professional growth.

#### **In relation to our community;**

We value strong partnerships with members of our community, show respect regardless of background, and acknowledge their role within our service.

### GOALS AND STRATEGIC OBJECTIVES

1. To provide an integrated, quality children's service that plays an active part in our community.
2. To create an environmentally, social, friendly and sustainable enterprise.
3. To be pro-active in engaging families to contribute and benefit from the program.
4. To ensure all staff have consistent and available professional learning opportunities.

## National Quality Framework

The National Quality Framework is part of the Council of Australian Government's (COAG) extensive reform agenda for early childhood education and care. Like other early childhood education and care providers across Australia, KCCC is working towards accommodating the requirements arising from the reform measures. The National Quality Framework sets a National Quality Standard for early childhood education and care providers.

The National Quality Standard gives families clear information about the quality of early childhood education and school-age care services that they can expect their children to receive. There are seven 'quality areas' in the National Quality Standard which cover aspects essential to the provision of quality early childhood education and care.

## From the Chair of the Board



**Glen Rowlinson**

It has literally been a long year for KCCC. I couldn't pass up the rare opportunity to accurately use that phrase. Due to a special resolution passed at our previous AGM, which altered the date of the end of our financial year, this annual report covers a period of eighteen months. Two motivations for the change were to align our financial year with our operating cycle, and to reposition the AGM into the early part of the year. So welcome to our first March AGM.

The Board of Directors for KCCC is made up of nine people elected from our membership. Being on the board is a terrific opportunity to learn new skills around governance, strategy and business operations, and provides that warm internal feeling associated with voluntary work. I would like to thank all the members who have served during the past eighteen months, but will particularly mention Teesha Melville who held the position of chair for the majority of the year.

KCCC is a Co-operative in accordance with the Co-operatives National Law (Victoria) Act of 2013, and hence there are numerous business and legal obligations required of the board. To assist in meeting these requirements, a group of four Subcommittees exist. They are the Finance Subcommittee which directly supports the Treasurer, the Fundraising and Community Engagement (FaCE) Subcommittee which works to involve the wider membership in activities to support KCCC, the Communications and Marketing Subcommittee who work to engage with the wider Kensington community, and the Operations Subcommittee who work to support the General Manager in the area of policies and procedures. I wish to also thank the members who assisted on subcommittees this year, and invite volunteers who are interested in these areas to make contact via the board email address: [kcccboard.3031@gmail.com](mailto:kcccboard.3031@gmail.com).

Some highlights of board activities this year were:

- in the area of membership consultation we ran a Parent Survey, Staff Survey and Consultation Sessions, and two Q&A evenings;
- from the FaCE team we had the very successful Trivia Night, working bees, cake stall, social breakfasts and Christmas party; and
- to support operations, we applied for and were awarded a few grants, notably one for use for staff professional development.

The most significant achievement of the board this year has been the appointment of Sigi to the role of General Manager in March last year. Recruiting to this critical position was challenging and took a lot of effort, especially from a few key board members. The required skills and experience we sought are rare, and we were fortunate to find them in Sigi.

As a final word, the board would like to acknowledge all the educators who care for and teach our children each day. And of course, let's not forget the children, without whom KCCC would not exist.

## From the General Manager



**Sigi Hyett**

At KCCC we strive to give each child who attends our service the opportunity to grow, develop and learn in a safe and stimulating environment, promoting a sense of being, becoming and belonging.

Children and their families have the right to access quality services in which their emotional, social, health and intellectual needs are met. This belief is founded on clear evidence that children flourish in a nurturing and caring environment.

This year has seen a continuing reappraisal and restructuring of our operations to measure according to the Early Childhood Education and Care National Quality Framework. There has been a concerted effort to better manage operations, to enable the service to meet the requirements of the National Quality Standards and to work towards a sustainable future.

There has been much to digest in relation to the adaptations necessary, to ensure the service continues to reflect and improve. Our team of staff and educators have demonstrated strong capacity in dealing with change and a readiness to build on the sound progress that has been made. They are to be congratulated for their commitment and dedication and I strongly believe that KCCC has an exciting future ahead.

A recent review of our strategic plan helped to clarify the many challenges ahead. The 2015 year brings with it our Strategic Plan to guide the service. This plan shall lead KCCC to a period of review and reflection and shall lay the foundation for innovation and continuous improvement.

There is clear evidence that the early years, in particular the first three years, are critical in terms of brain development, setting the foundations for preschool, primary school and further life education. Therefore, it is important for our staff to have professional development opportunities that support collaboration and learning. As a result of the successful Long Day Care Professional Development Grant, over the next two years we aim to support our Educators with a robust professional development program enhancing the quality of their work.

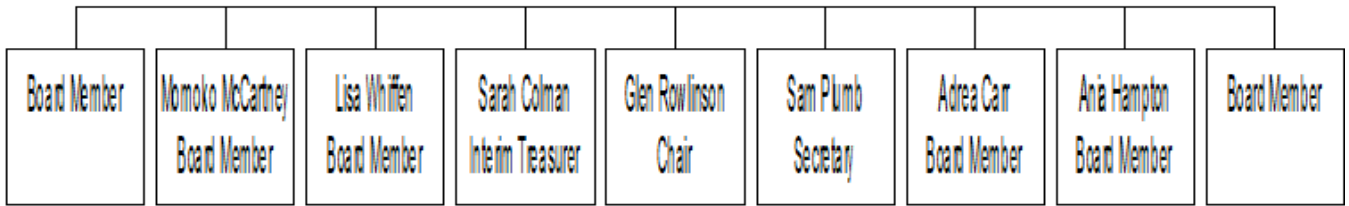
To the Members of the Board of Management and Subcommittees, thank you for your commitment and dedication to the continuous improvement of our management and centre. Your time, efforts and knowledge has been invaluable. As parents of the children attending the service, you demonstrate the concept of family-centred practice as the centre of our ethos.

As a community co-operative, family commitment and parental involvement is central to who we are and integral to the future wellbeing of our children and, indeed, our community.

My first year as the General Manager of KCCC has been one in a million. Our children are our future, and it's a real pleasure to be part of such a welcoming and dynamic community-based organisation that supports children and their families. This could not be done successfully without each and every stakeholder; this includes children; families; colleagues; City of Melbourne; Department of Early Childhood Education and Care and DEEWR. Thank you for the support that you have given to KCCC this year.

**2014 Board of Directors :**

KCCC



Position	Name
Chair	Teesha Melville (retired 28/1/15)
Secretary	Sam Plumb
Treasurer	Malene Platt (retired 11/12/14)
Members	Andrea Carr
	Sarah Colman( interim Treasurer)
	Ania Hampton
	Momoko McCartney
	Glen Rowlinson (interim Chair)
	Lisa Whiffen

Board members retired in 2014:

Jon Baker  
Rebecca Lett  
Malene Platt

Board members retired in 2015:

Teesha Melville

## Board Meetings

Date Of Board Meeting	Attendees
25 <sup>th</sup> July 2013	Vincent Huang, Amanda Schreuder, David Fraser, Leo Baker, Jon Baker, Teesha Melville, Jacinda Kohne, Ally Papoulis, Paul Brooks, Liz Vittorio
15 <sup>th</sup> August 2013	Vincent Huang, Leo Baker, Glen Rowlinson, Jon Baker, Teesha Melville, Amanda Schreuder, Jacinda Kohne, Paul Brooks, Liz Vittorio
22 <sup>nd</sup> August 2013 Special meeting	Jon Baker, Vincent Huang, Glen Rowlinson, Rebecca Lett, Leo Baker, Jacinda Kohne, Pauline Ogden
19 September 2013	Leo Baker, Vincent Huang, Rebecca Lett, Teesha Melville, Amanda Schreuder, David Fraser, Glen Rowlinson, Paul Brooks, Liz Vittorio, Ally Papoulis
24 September 2013 Special Meeting	Glen Rowlinson, Vincent Huang, Leo Baker, Rebecca Lett, Teesha Melville, Jon Baker (via dial-in)
13 <sup>th</sup> October 2013 Special Meeting	Glen Rowlinson, Jon Baker, Vincent Huang, Leo Baker, Rebecca Lett, Teesha Melville, Jacinda Kohne
17 <sup>th</sup> October 2013	Leo Baker, Vincent Huang, Rebecca Lett, Teesha Melville, Amanda Schreuder, David Fraser, Glen Rowlinson, Jon Baker, Paul Brooks, Ally Papoulis, Cristina Manunzio
14 <sup>th</sup> November AGM	Glen Rowlinson, Leo Baker, Paul Brooks, Vincent Huang, Jacinda Kohne, Cory Boardman, Hamish Head, Tory Head, Kate Fritsch, Scott Hudson, David Fraser, Fiona Borg, Lisa Whiffen, Tracy Shearer, Ben McCartney, Momoko McCartney, Jane Foley, Teesha Melville, Mai Vo, Chris Thorn, Deb Hui, Morelle Bull, Sam Plumb, Andrew Colman, Richard Warren, Cynthia Stacey, Sarah Fitzgerald, Heather Johnson, Donna McMahon, Annabel Kuek, Malene Platt, Juie Petering, Cristina Manunzio, Kelly Meihana, Colleen Woolcock, Morag McLennan, Soledad Diaz, Carol Diaz, Darren Watson
28 <sup>th</sup> November 2013	Glen Rowlinson, Jon Baker, Rebecca Lett, Lisa Whiffen, Teesha Melville, Sam Plumb, Sarah Colman, Malene Platt, Andrea Carr, Paul Brooks, Leo Baker, Jacinda Kohne, briefly Pauline Ogden, from 8:30pm Vincent Huang
12 <sup>th</sup> December 2013	Samantha Plumb, Rebecca Lett, Teesha Melville, Paul Brooks, Glen Rowlinson, Jon Baker, Sarah Colman, Malene Platt, Andrea Carr, Lisa Whiffen
20 <sup>th</sup> Feb 2014	Samantha Plumb, Rebecca Lett, Teesha Melville, Paul Brooks, Glen Rowlinson, Jon Baker, Malene Platt, Andrea Carr, Lisa Whiffen, Sarah Colman, Pauline Ogden
20 <sup>th</sup> March 2014	Rebecca Lett, Teesha Melville, Paul Brooks, Glen Rowlinson, Jon Baker, Malene Platt, Sam Plumb (second half only), Andrea Carr, Lisa Whiffen, Sarah Colman, Sigrid Hyett
1 <sup>st</sup> May 2014	Teesha Melville, Jon Baker, Sarah Colman, Malene Platt, Lisa Whiffen, Paul Brooks, Andrea Carr, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Rebecca Lett
15 <sup>th</sup> May 2014	Teesha Melville, Sarah Colman, Malene Platt, Lisa Whiffen, Paul



	Brooks, Andrea Carr, Sigi Hyett, Samantha Plumb, Glen Rowlinson arrived at 8pm, Rebecca Lett arrived at 7.30
19 <sup>th</sup> June 2014	Teesha Melville, Sarah Colman, Malene Platt, Lisa Whiffen, Paul Brooks, Andrea Carr, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Jon Baker arrived at 7.30.
10 <sup>th</sup> July 2014 Special Meeting	Sigi Hyett, Lisa Whiffen, Sarah Coleman, Glen Rowlinson, Andy Carr, Momoko McCarteney, Samantha Plumb, Teesha Melville, Ania Hampton (phoned in)
17 <sup>th</sup> July 2014	Teesha Melville, Sarah Colman, Malene Platt, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Momoko McCarteney , Ania Hampton
21 <sup>st</sup> August 2014	Sarah Colman, Malene Platt, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Ania Hampton, Andrea Carr
18 <sup>th</sup> September 2014	Sarah Colman, Malene Platt, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Ania Hampton, Andrea Carr, Teesha Melville, Momoko McCarteney, Lisa Whiffen
16 <sup>th</sup> October 2014	Sarah Colman, Malene Platt, Sigi Hyett , Samantha Plumb, Glen Rowlinson, Ania Hampton, Andrea Carr, Momoko McCarteney, Lisa Whiffen
20 <sup>th</sup> November 2014	Sarah Colman, Malene Platt, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Ania Hampton, Andrea Carr, Momoko McCarteney, Teesha Melville
11 <sup>th</sup> December 2014	Sarah Colman, Malene Platt, Sigi Hyett, Samantha Plumb, Glen Rowlinson, Ania Hampton, Andrea Carr, Momoko McCarteney, Lisa Whiffen, Guest: Rebecca Lett (RL)



Andrea Carr has a Bachelor of Planning & Design and a Bachelor of Town & Regional Planning and works at the City of Maribyrnong, as a Coordinator of Urban Planning. Andrea Carr joined the KCCC Board in November 2013. During her tenure on the Board, Andrea has led the Fundraising and Community Engagement sub-committee to organise the Trivia Night, a cake stall, community breakfasts and the Christmas party. Our fundraising revenue this year exceeded \$20,000 and this could not have been achieved without the dedication and commitment of Andrea and the Fundraising and Community Engagement sub-committee.



Sarah Colman has a Civil Engineering and Science degree and currently works as a structural engineer at AECOM. The majority of Sarah's work is on transport infrastructure projects. Sarah joined the board in November 2013. Sarah has two children, Georgina (3) and Eliza (1). In her time on the KCCC board, she has been involved with the Finance sub-committee and is currently the interim Treasurer.



Ania Hampton holds a Bachelor of Engineering and is the director of sustainable design consultancy Edefice. Ania Hampton joined the KCCC Board in June 2014. During her tenure on the KCCC Board, Ania has worked on the Operations sub-committee, focussing on communications between staff and management.



Momoko McCartney has a Bachelor of Engineering (Computer) (Hons) and has worked in projects, complex IT implementation and performance improvement projects across a range of different industry sectors, including Finance, Energy, Health, Resources & Mining and Higher Education. Momoko joined the KCCC Board in July 2014 as a Casual Board Member after the retirement of a Board Member. During her time on the KCCC Board, Momoko has contributed to the staff survey and the Q&A sessions. She is also a member of the FACE sub-committee.



Samantha Plumb has a Bachelor and Masters of Physiotherapy with experience in health management. Sam joined the KCCC Board in November 2013. During her tenure on the KCCC Board, Sam has held the position of Secretary, submitted grant applications and reviewed the KCCC policies and procedures.



Glen Rowlinson has a Bachelor of Engineering (Aerospace) and is a Research Engineer with the Defence Science and Technology Organisation. Glen has been on the board from October 2010 to May 2012 and from July 2012 until present. During his time on the board, Glen has undertaken policy and procedure review, been the Chairperson, lead working groups to analyse one-off operational issues, and read the Constitution more times than he wishes to admit. Glen is currently the interim Chairperson.



Lisa Whiffen has a Bachelor of Business (Business Administration) and experience in Human Resources. Lisa currently consults to organisations on training strategy & design. Lisa joined the KCCC Board in November 2013. During her tenure on the KCCC Board, Lisa has contributed her skills in a specialist human resources consulting role and assisted with staff recruitment.

## Achievements

### Children

*Valuing the uniqueness of each child, their interests, learning and styles and backgrounds...*

#### Footy Day

KCCC came together for a Footy Day that promoted an integrated approach to learning and exposed the children to the idea of fundraising for a great cause.

Children had been participating in activities leading up to the day, ensuring they were active participants in their learning by organising the event.

With parent participation and the assistance of the North Melbourne Football club, children were actively engaged and explored new ideas.

Our cook, Heather, helped to create a real footy feel with hotdogs and fruit that was donated by the local community.

KCCC raised a total of \$513.30 for the Fight Cancer Foundation.



## Achievements

### Children

*Valuing the uniqueness of each child, their interests, learning and styles and backgrounds...*

#### *Multicultural Week*



Rooms joined together and hosted afternoon tea. Children, parents and staff dressed in traditional clothing, and shared traditional food, music and activities celebrating the diversity across our centre.

The positive feedback from families and children prompted the establishment a multicultural/diversity project group. Led by our dedicated staff, the multicultural project group will establish events that will support diversity, and celebrating and respecting the uniqueness of our children, families and staff.



## Achievements

### Staff

*We value all staff at KCCC, acknowledge their commitment and support their continued professional growth.*

Our qualified employees are committed and dedicated and this is reflected in the strong relationships that our staff have built with children and families. Some of our staff have been employed for more than 10 years providing families, past and present, with stability and consistency.

### Educators Profile

## An interview with Cherie



Cherie, our longest serving employee, 23 years tenure by April 2015. Cherie is currently working in the Wattle room.

### Can you tell us a little bit about yourself?

*I was born in Auckland, New Zealand. I have 11 siblings, five brothers and six sisters. I married an Australian and have an eight year old daughter Rene, who is the cherub of my life.*

### When did you start working in children's services?

*I started in children's services in 1980. I studied at Auckland Teachers Training College and received my NZ certificate in children's services. I have worked with all ages of children including before and after school.*

### When did you start working at KCCC?

*I started working at KCCC in 1992 which was known as Henry St Child Care. I am the longest serving employee at KCCC, which I am really proud of, at total of 23 years this year.*

### What do you enjoy about working at KCCC?

*I have always been happy here and love the atmosphere. I have never wanted to go anywhere else and just love the relationships that I have formed with past and present families and staff.*

*It's a great achievement for me to watch the children grow. Some of the children I have educated and cared for are now adults and are still happy to give me a hug.*

*Just the other day I met a past family while shopping, the daughter is now 17 and the brother is 13 and they both remembered me and gave me a big hug. This is such a satisfaction and a big part of who I am as an educator, making a difference in children's lives.*

## Achievements

### Staff

We value all staff at KCCC, acknowledge their commitment and support their continued professional growth.

### Educators Profile

## An interview with

### Silvia



Silvia

18 years tenure

Silvia is currently working in the Wattle room.

#### Can you tell us a little bit about yourself?

*I grew up in El Salvador where the official language is Spanish, the climate very warm and where coffee growing has greatly influenced it's history. I am the youngest of seven children and have many nieces and nephews, great nieces and nephews, I have lost count of them.*

#### When did you start working in children's services?

*I studied my Diploma of Children's Services in Australia and have been working in the early years field for many years. I started working at Henry St. which became KCCC in 1996 and have been working here for 18 years. I can't believe how time flies!*

#### What do you enjoy about working at KCCC?

*I love being part of the community having the privilege to take care of the children from this community. The KCCC atmosphere is welcoming and friendly. I also like being part of the different cultures at KCCC.*

*Over the years it has been wonderful to apply my knowledge and experience have helped children grow. I strongly believe that all children learn best when they are in a caring environment and when they build relationships.*

*During my years at KCCC I have developed strong relationships with co workers and parents who have become a family away from home.*

#### What do you do in your spare time?

*In my spare time I like reading, cooking, dancing and listening to music.*

#### This year we welcomed :

Sigi Hyett	General Manager
Megan Newton	Enrolment Officer
Zosia Romanowski	Bookkeeper
Bridie Keane	Reception
Melissa Bell	Kindergarten teacher
Nicole Sullivan	Educator
Karen Moran	Educator

#### Tenure of Staff over 10 years

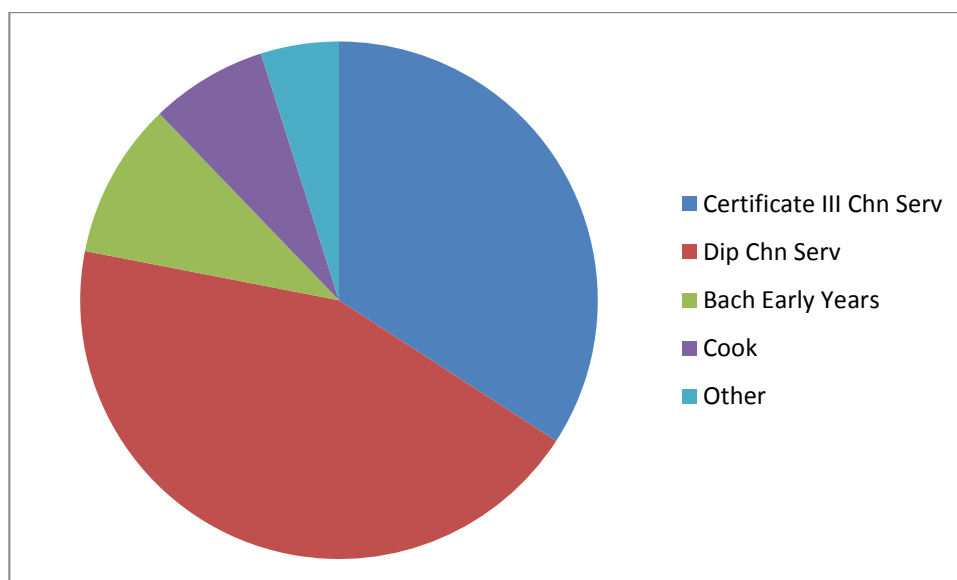
Cherie Duncan	23 Years in April 15
Thi Al Hoa Le	18 ½ years to Jan 15
Silvia Rodriguez	18 years to Jan 15
Gloria Recinos	16 years to Jan 15
Donna McMahon	15 ½ years to Jan 15
Norma Hernandez	15 years to Jan 15
Heather Johnson	12 years to Jan 15
Amina Diria	11 years to Jan 15

## Achievements

### Staff

*We value all staff at KCCC, acknowledge their commitment and support their continued professional growth.*

Our educators hold a Bachelor of Early Childhood, Diploma of Early Childhood or a Certificate III in Children's Services, with over 50% of our permanent staff holding a Diploma or Bachelor qualification.



Our educators have:

- Working with Children Checks
- Level 2 First Aid
- CPR training
- Anaphylaxis training
- Asthma training

A number of our staff are studying the Diploma of Children's Services, up-skilling their qualifications. This is building on their professional knowledge and skills and can only enhance the quality of our programs to help children grow, learn and develop.

### Achievements in 2014 cont.

The following Professional Development sessions were attended by a number of our staff.

- First Aid, Anaphylaxis and Asthma
- Sustainable Environments for Early Childhood
- 'Together we Grow' Preparing children for life
- 'Staff Professional Development Day' City of Melbourne Children's Services
- 'Inclusive practice and working with vulnerable families' in the Early Childhood Setting
- 'Creating a Positive Work Culture' part 1 and part 2
- 'Cultivating Caring Communities' Environmental education in early childhood education
- Q&A sessions & collaborative forums
- Staff forums
- Presentations at Board meetings
- Monthly Staff meetings



## Achievements

### Community

*We value strong partnerships with our community, show respect regardless of background, and acknowledge their role within our service.*

*Collaborative partnerships with families and communities*

### Welcome and Spring Breakfasts

The reintroduction of KCCC Welcome Breakfast was a success this year bringing together families, staff, Kensington Primary School staff and community representatives. This assisted us to strengthen our relationships with each other and our community. Due to the success of the 'Welcome Breakfast' held at the beginning of the year, we held a 'Spring Breakfast' later in the year which was just as successful.



### Cake Stalls

With 35 volunteer bakers across KCCC, the Fathers Day cake stall was a great success. From yo-yos to green tea cake, hippo-shaped shortbread to chocolate cupcakes, there was something for everyone. It brought together our wonderful team of staff and families, building on our sense of community.

From the combined efforts of bakers, stall helpers, administration, transport, set-up and pack-up crew, we raised a total of \$1,051.10. Being the first cake stall in many years, this was a wonderful result and there was much enthusiasm to make it a regular event.



## Achievements

### Community

*We value strong partnerships with our community, show respect regardless of background, and acknowledge their role within our service.*

#### Trivia Night



The reintroduction of our Trivia Night brought families, friends and community together.

Educators such as our very own DJ Jesta (Jess from the Tea Tree room), students from William Angliss Institute, members of the Fundraising and Community Engagement Committee (FACE), families, friends and many community organisations contributed to the wonderful success of this evening.

We raised an incredible amount of \$12,800 towards the upgrading of our kitchen facilities.

#### Children's Christmas Party



Children's Christmas Party was a winner this year with over 100 children and adults attending. This family event was enjoyed by adults and children alike. Families came together to enjoy Daryl's animal farm which brought a bit of the country to the city, the jumping castle, face painting and craft activities.

Of course Santa's visit highlighted the event.

## Achievements

### Community

*Creating an environmentally, social, and financially sustainable enterprise.*

- Restructure of the operations team to enable smoother and sustainable management processes in line with contemporary Early Childhood practices. This included the introduction of the Enrolment Officer's position and the shift from the traditional Director and Assistant Director to the roles of General Manager and Pedagogical Leader.
- Restructure of budget & reporting systems to enable financial sustainability.
- Reduction in waiting list/increased occupancy to 97% by the end of the year.
- An increase in the liquidity ratio, improving KCCC financial sustainability.
- Reduction in bad debtors.
- Policy audit & update of 40 policies in line with the Education and Care Services Regulations 2012 and Act 2010 and the National Quality Framework for Early Childhood Education and Care.
- Implementation of new IT software management program – QikKids.
- A review of our organisational structure resulted in the implementation of room leaders for 2015.
- A review of the IT infrastructure resulted in the IT capital works program to be implemented in 2015.
- A review of our Philosophy in collaboration with children, families and staff resulted in the updated version of our philosophy.
- In response to the Parent Survey, KCCC implemented a series of Q + A and Information Sharing sessions. The sessions focused on a series of topics and also provided parents, stakeholders and staff with a forum to engage and collaborate.
- Building and playground audit planning for a future capital works program.
- Review of staffing rosters, planning for consistency of education and care and financial viability.

### Successful Grants

DEECD IT Grant	\$1,500
Long Day Care Professional Development Funding	\$104,712 (over three years)
Telstra Grant	\$1,200

## Achievements

### Infrastructure

*Our service takes an active role in caring for its environment and contributes to a sustainable future*

### Working Bees



KCCC children were good little helpers.

In 2014 three working bees were held over the year.

Families and staff came together for a common purpose, to improve our facilities.

Minor maintenance and cleaning jobs were completed providing a safe, clean and well maintained environment.

The working bees ended with a sausage sizzle where families and staff came together to celebrate their achievements.

The improvements and maintenance to KCCC facilities to ensure a safe and engaging environment could not have been achieved without the collaboration and support from our landlord, the City of Melbourne.

Building and Playground Audits were completed and capital works plans initiated for future improvements. Maintenance works were carried out throughout the year to enable access and participation for children and families. Some of the major works completed were:

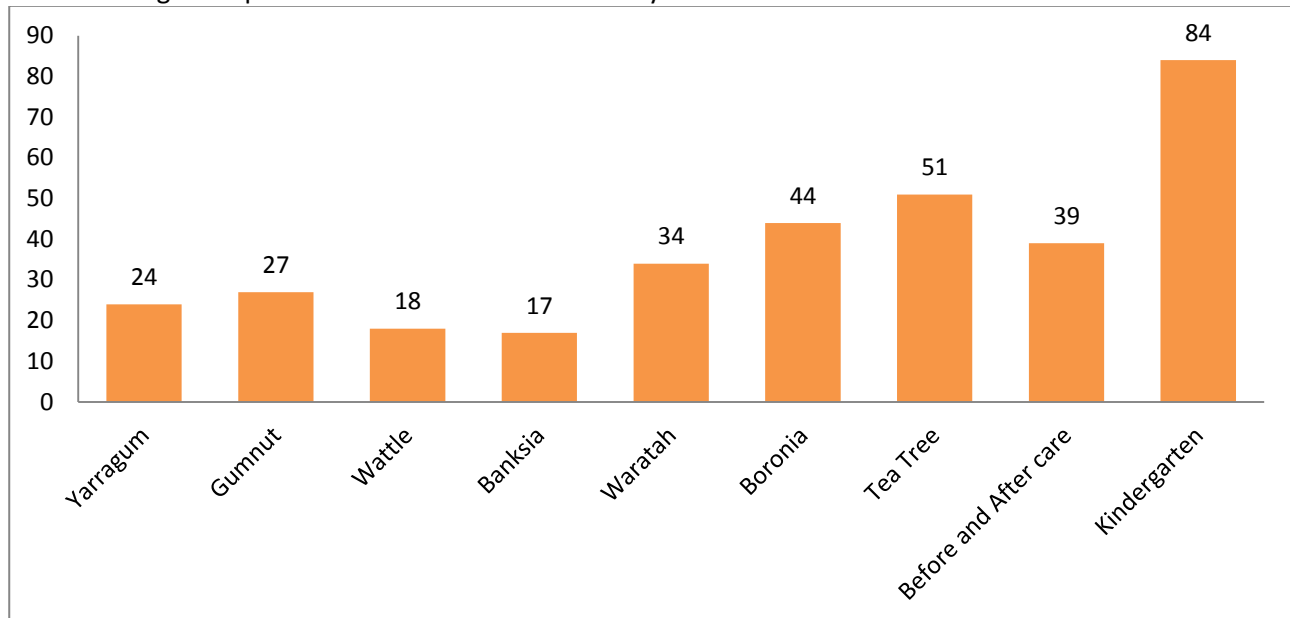
- DDA compliance - doors were enlarged, front gate updated and refurbished toilet facilities to provide disability access.
- Internal painting of the building.
- Shade sails repaired and cleaned.
- Floors buffed and cleaned.
- New blinds installed.
- Stove replacement.

## Performance

### Statement/statistics

In 2014, KCCC provided education and care to a total of 299 children from 222 families across a number of days, across our rooms.

The following table provides an overview of how many children attended each of the rooms.



Long Day Care	Room Capacity
Yarragum Babies	12
Gumnut Toddlers	12
Wattle Under 3 year olds	12
Banksia Under 3 year olds	8
Waratah 2 ½ -3 year olds	16
Boronia 3-4 year olds	15
Tea Tree 3- 4 year olds	18

Kindergarten 4 -5 years 80  
(Pre-school the year prior to attendance of primary school)

### Australian Children's Education and Care Quality Authority Assessment and Rating

In June this year, the Department of Education and Early Childhood Development undertook rigorous assessment of our service in accordance with the Education and Care Services National Law Act 2010.

Our service was rated against the following seven areas of the National Quality Standards:

Quality Area 1	Educational program and practice
Quality Area 2	Children's health and safety
Quality Area 3	Physical environment
Quality Area 4	Staffing arrangements
Quality Area 5	Relationships with children
Quality Area 6	Collaborative partnerships with families and communities
Quality Area 7	Leadership and management

KCCC received an overall rating of 'Working towards' the National Quality Standards.

## Commentaries on 2015 financial results

KCCC is a 140-place centre, including 80 kinder positions. For the 18-month period from June 2013-December 2014 the KCCC operating revenue was \$4.2m million. (Note, this KCCC financial period was 18 months to allow it to align in the future with the financial year Jan-Dec).

A key focus of the board and management for 2015 was to improve the financial position of the organisation, which occurred in the second half of this period.

This involved significant work in a number of areas:

- Ensuring occupancy is high including improving wait list management.
- Updating of financial systems including the introduction of QikKids operating system and Xero accounting software.
- Updated management procedure following debt collection policies and improving the situation of bad debts.
- Establishing more efficient rosters, particularly in the kindergarten area.
- Reduction in use of agency staff by utilising current staff, increase in relief pool and effective planning for staff leave in advance.
- Applying for numerous grants for capital upgrades and staff professional development, this included three successful grant applications.
- Introduction of the Events and Community Engagement subcommittee with a focus on several high-quality fundraising events rather than numerous small fundraising events to supplement the budget.
- City of Melbourne landlord being very generous with much-needed kitchen and painting upgrades.

This, combined with an increase in long day care fees in early 2014, increased income by 10% on the previous year and has ensured that KCCC is now beginning on a journey to financial sustainability.

Based on the situation in early Jan 2014, KCCC's goal was for a break even budget for December 2014. However, due to significant effort in the above we were able to achieve a healthy surplus of \$60k.

The balance sheet has strengthened, with Assets increasing by 2% and Liabilities decreasing by 13%. Net Assets or Members equity has increased by 56%.

In 2015 the focus is on staff professional development, new infrastructure, furniture and equipment for our centre. It is budgeted to upgrade the equipment and resources replacing old items such as high chairs, change tables, rugs, books, tables and chairs. Upgrades have been planned and are underway for the aging phone and IT system. We are working with the CoM on a complete kitchen refurbishment in the future.

The restructuring of the kindergarten program, to offer an integrated LDC and Kinder program for the first time in 2015, will support family's needs as well as improvements on the previous year's very low occupancy of the Kindergarten before and after care program.

In 2015 we have budgeted for a healthy surplus to maintain our healthy strong financial position.

We are looking forward to seeing all of the capital improvements come to life and the eventual financial sustainability of the centre in years to come.