

# ANNUAL REPORT 2014-15



Supporting best practice management within early childhood education services to achieve quality outcomes for children.

## Our vision...

CCSA's vision is for best practice management in early childhood education and care.

## Our purpose...

CCSA will partner with and advocate for early childhood education and care services to ensure positive outcomes for children and communities. CCSA will achieve this through providing leadership and using our expertise in meeting the governance, management, human resource, business and industrial needs of early childhood education and care settings. CCSA will behave in an ethical, sustainable, flexible and innovative way.

## Our values...

**Excellence** – Best practice in governance and service delivery

**Respect** – Consideration and regard for all people and organisations with whom we work

**Diversity** – Drawing strength from the diversity of our membership and those we work with

**Leadership** – Being progressive and innovative

**Collaboration** – Positive internal and external engagement and working relationships

**Ethics** – Behave ethically in all relationships; we are socially responsible and aim to be environmentally sustainable

**Recognition** – Together we acknowledge the contributions of the traditional custodians of this land. We acknowledge the contribution of Aboriginal Australians, Torres Strait Islander peoples and non-Aboriginal Australians to the education and care of all children and people in this country in which we live and share.

Your **partner**  
in management



## Our President's report

Thank you for your membership. It is our motivation and our aim to provide you with relevant, high quality services.

We do appreciate your regular affirmation of the work our staff do on your behalf.

Once again we have had a year of achievement and challenge in the Early Childhood sector at both national and state levels, and within CCSA itself.

Over the past year we have continued to provide support and resourcing to members and taken on significant new projects. The successful tendering for the Preschool Operational Support Program for the NSW Department of Education created many opportunities for CCSA. In our work with the designated services we have been able to draw on our skills and expertise and have been able to engage new staff, introduce new ideas and new strengths to enhance and increase our capabilities. Further recognition of our valuable work has been in CCSA's appointment to the panel of approved providers for Early Childhood Sector Development activities in NSW.

Following a period of secondment, the Board appointed Meg Mendham to the position of General Manager in July 2015. This supported us in consolidating and extending our business. Meg has demonstrated her skill and commitment through revised financial and operational processes, efficient management of income and expenditure, and raising CCSA's profile.

Additional staffing in the office has increased our capacity to respond to member enquiries and to Business Solutions clients. We are seeing continued growth in membership and in services taking on payroll and bookkeeping services through our expert team. We have continued to grow in professional development training and support. This is evident with the increase of onsite tailored training for our member services, mentoring and coaching for ECEC staff and the delivery of regional training.

CCSA continues to advocate on behalf of all our members. CCSA staff continue to meet with both state and federal government departments and Ministers advocating for good policy and reform that supports accessibility and affordability for children to quality education and care.

A key event was a meeting with the new NSW Minister for Early Childhood, The Hon Leslie Williams M.P. We presented CCSA's vision for best practice management in early childhood education and discussed the ways we have worked with

members for over 45 years, and the development of the organisation over that time. The quality work that CCSA has done for the Department of Education over many years was acknowledged. The Minister showed good interest in CCSA and we talked about continuing our strong and positive relationship with the Department in providing support to services working with the families of NSW.

We continue to engage with members across all ECEC service types including Community Preschools, Long Day Care Centres, Multipurpose Child Care and Out of School Hours Services, Toy Libraries, Family Day Care and Mobile Children's Services, Occasional Care and Early Intervention Services and Playgroups.

### We continue to provide support and advocate for our members through:

- 1800 Management Infoline
- Information and resources on our website
- Consultations and service support
- Strategic Planning and Business plans
- Governance and Management Support
- Human Resources and Industrial Relations support and information
- Webinars
- Regional training events
- Advocacy in the Fair Work Commission
- Expanded Business Solutions team
- Delivery of information through fortnightly eConnect and regular eAlerts
- Publication of the Management Committee Guide
- Development and distribution of the Christmas Pay Guide
- Representation and membership of:
  - NSW Department of Education reference group
  - BOSTES Teacher Accreditation Working group
  - ITAB Working Committee
  - NAMS Executive Committee
  - ECA NSW and ECA National Council
  - ACCS
  - NSW Children Services Forum

## Our financial performance

Our strategic plan continues to provide a clear framework for the growth and success of CCSA. In the past year, we have reviewed policies, commissioned a full financial audit, reviewed and revised many procedures and processes. CCSA staff are committed to the support of all our members in providing good outcomes for children.

I would like to acknowledge and thank the Board and Staff for their energy and commitment to CCSA and to you, our members for your continued support. With such a successful past 12 months we are able to focus our energy on the next period. In the coming year we will be launching a new website, expanding our expert ECEC staffing, holding specific regional training events to support sustainability, business plans, and assessment and rating processes on the NQS quality areas, and developing additional information to support good governance and management.

We look forward to sharing this success and ongoing support with you.

Best Regards,



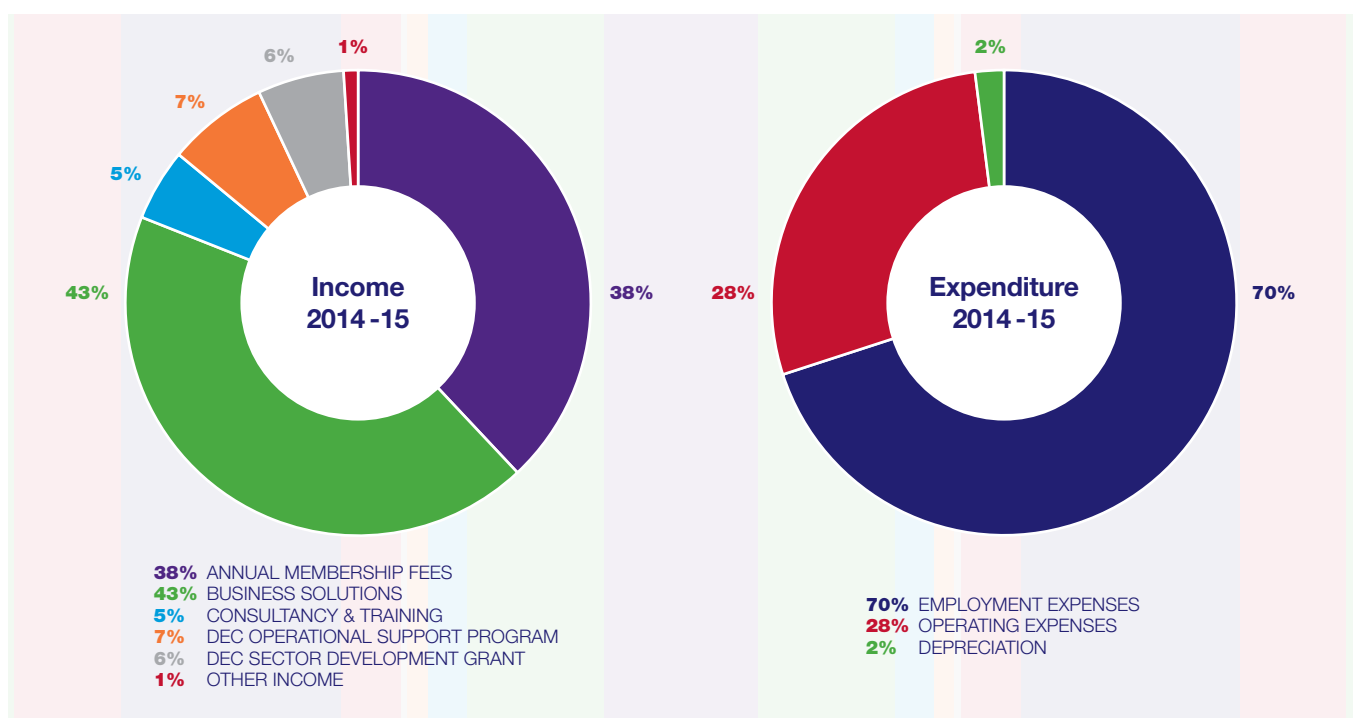
Ruth Newman  
President



CCSA reported an operating surplus of \$8,053 for the 2014-15 financial year. In 2014-15 CCSA received \$75,500 in funding from the Department of Education and Communities (DEC) under the Sector Development Grant Programme. CCSA acknowledges this funding from DEC which supported the delivery of regional training across NSW, along with webinars and a comprehensive suite of resources, to assist community preschools manage the transition to the new Preschool Funding Model.

However, 2014-15 represents the end of the DEC grant funding model. From 2015-16, the Department of Education (DoE) will move to a competitive contract model for delivering support services to the Early Childhood Education and Care (ECEC) sector. CCSA has always used DEC grant funding to deliver services to the sector, rather than underwrite its own operating costs, so we are well placed to adapt to this new model. The first demonstration of this was CCSA's successful tender for the DoE Operational Support Program which commenced in March 2015 and will continue until December 2016.

CCSA's Business Solutions arm, which provides professional bookkeeping, payroll and BAS Agent support to the ECEC sector, continued to grow its client base. Business Solutions provides the dual benefit of improving the efficiency and compliance of many ECEC services' financial processes, while also being a revenue stream to underwrite other aspects of CCSA's operations.



NOTE: A full financial report is available for members on our website.

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## Supporting our members

PROFESSIONAL DEVELOPMENT
Webinars
Regional Training
Mentoring
Consultancies

MEMBER SUPPORT
Website
Resources & Information
Phone Support
Review of Service Documents

SECTOR DEVELOPMENT GRANTS PROGRAM
Regional Training
Webinars
Resources

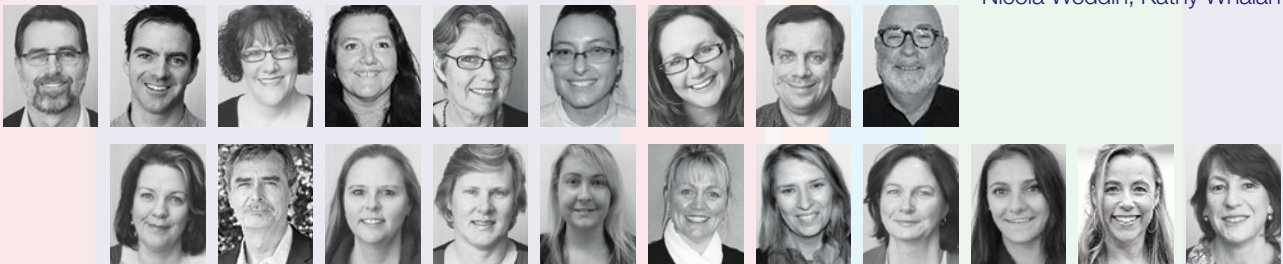
OPERATIONAL SUPPORT PROGRAM
Business Plans
Demographic Analysis
Workforce Analysis
Financial Review

BUSINESS SOLUTIONS
Payroll
Bookkeeping/Bills
BAS/IAS
Financial Systems & Processes

ADVOCACY
eConnect
eAlert
Submissions & Responses
Representation at Meetings & Forums

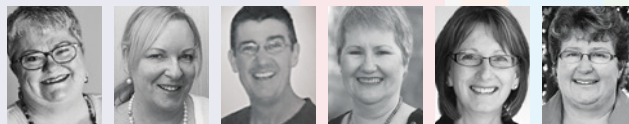
## Our staff

LEFT TO RIGHT: Ian Alchin, Scott Boladeras, Wendy Cook, Lorraine Corrigan-Tasker, Shauna Fayers, Candie Field, Devina Fraser, John Gunn, Ross Hughes, Helena Hyssett, Tim Keegan, Amanda Marco, Lorraine McCormick, Theresa Macleay, Meg Mendham (General Manager), Kornelia Osborne, Candace Rozema, Geraldine Van de Luecht, Nicola Weddin, Kathy Whalan



## Our board

LEFT TO RIGHT: Ruth Newman (President), Anne Bowler (Vice President), Neville Dwyer (Treasurer), Miriam Dayhew (Secretary), Jan Langtry, Cathryn Albert



To find out more speak to us today!  
**1800 991 602 | office@ccsa.org.au**

Your **partner**  
 in management

