



Gymea Bay Care
& Leisure Centre

Annual Report 2020/2021



*Providing quality before school, after school
and Vacation Care on the grounds of
Gymea Bay Public School*

Ph: 02 9524 3444

205a Gymea Bay Rd, Gymea Bay NSW 2227

M: 0408 210 705

E: info@gymeabayoosh.com.au

www.gymeabayoosh.com.au

Acknowledgement of Country

In the spirit of reconciliation GBOOSH would like to acknowledge the Traditional Custodians of the land on which we have the privilege to operate, to learn and to provide a service to the local community. We respect their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who visit the service.

President's Report

I am pleased to present the 2020/2021 Gymea Bay Care & Leisure Centre (GBOOSH) President's Report. I would like to start by thanking all the staff, parents and committee members for their support, commitment and courage over the past 12 months this has been a challenging and emotional year for all of us across the Gymea Bay community. The challenges presented by the COVID-19 pandemic whilst still lingering, we are seeing a steady return to everyday life in Australia. As families are now slowly starting to return to their places of work and restrictions have eased, it has been pleasing to see the attendance numbers at GBOOSH increase. The staff and children were also excited to be able to venture out safely on various activities during the April Vacation Care program after many months of only being able to operate within the school grounds.

The Gymea Bay Community has been required to pull together throughout some challenging periods, and the continued strengthened relationship between GBOOSH and Gymea Bay Public School (GBPS) has assisted children and families to continue with their daily work/life commitments without interruption. GBOOSH thanks GBPS Principal, Hendrika Green for her support and accessibility over this period.

The last 12 months has seen the centre go through a number of changes in order to continue to operate through the pandemic uninterrupted. Prior to the pandemic GBOOSH was operating on its busiest days with ASC sessions up around 150-180 children. During the pandemic attendance plummeted to around 20-30 children and it has taken until April 2021 to really see the numbers begin to increase again. This has caused some issues with our ability to staff the centre for unexpected casual bookings, at times requiring Leaders to shuffle rosters and manage ratios across the 2 sites.

Effective communication has been critical in 2020/2021 and as we have had less face-to-face opportunities to communicate with families. The centre has focused on regular email updates to families, when it came to implementing restrictions related to COVID 19 or changes to the programs and routines. The GBOOSH Management Committee moved to a focus on online communication with virtual/hybrid meetings operating over the Microsoft Teams platform including the 2020-2019 AGM.

A big priority for 2021/2022 will be to ensure we continue to future proof GBOOSH and cater for the schools' growing care needs. Over the past 5 years GBOOSH has worked hard with the school and Department (Asset Management Unit) on the planned construction of a new Multi-Purpose Building (MPB). Therefore, in order to continue to move forward with the MPB and achieve the best possible outcomes for GBOOSH and the community, we are seeking expressions of interest from the GBOOSH community to establish a MPB sub-committee. If you have experience in project management, building and trades, or working with local/state government developments we would welcome your participation in this committee.

As a number of GBOOSH children moved off to high school at the beginning of 2021, the Management Committee experienced some significant change in membership. Some of GBOOSH's longest serving members left us this year and I would like to extend particular thanks to David Levitski, Jane Browning and John Quigley who have served in Executive roles over the last 3-5 years. Without the support of all our previous and current Committee Members, the service would not exist. GBOOSH greatly appreciates the time and energy that Committee Members dedicate to ensuring the service remains community focused, also that the centre continues to serve the needs of the local community with quality, affordable before school, after school and vacation care.

Finally, I would like to thank the centre staff without whom the above achievements would have not been possible. They are the face of GBOOSH and their support, compassion and commitment particularly during the challenges of the last 12 months is a credit to them.

As an employee of the health care system, GBOOSH provided me and my family throughout the pandemic with reliable care for my children, despite everything going on outside GBOOSH we all felt safe and reassured. Corinne Bochkareff, Kristin Garsheen, Cheryl Carroll, and Skye Hunt have done an outstanding job facing up to these challenges every single day and ensuring that the quality of care and best interests of the children and their families were in no way compromised.

Regards

Mark Badovinac

GBOOSH President/PMC

Parent Management Committee Gymea Bay Care & Leisure Centre Inc
gboosh.committee@gmail.com

Who is GBOOSH?

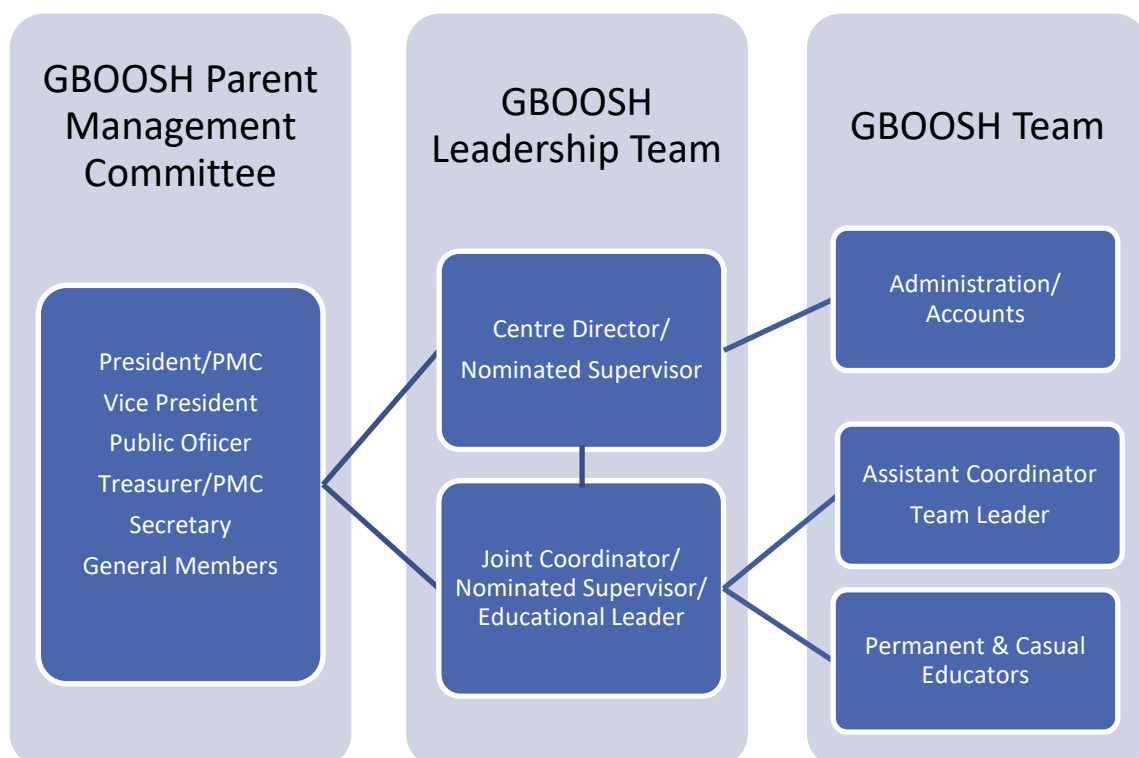
GyMEA Bay Care & Leisure Centre (GBOOSH) is a not-for-profit community-based organisation. While we work closely with & lease facilities from GyMEA Bay Public School, GBOOSH does not receive any funding or operational direction from the school.

GBOOSH currently employs over 28 permanent, part-time & casual staff members, as well as a dedicated team of volunteer parents on the Management Committee. Our volunteer parent committee assists the Director and Coordinators to manage the operations of the service & determine the future directions of the service.

Due to the structure of the service, without the members of the Management Committee the centre would be unable to continue its operations as a community-based service with families as the key stakeholders. For this reason, GBOOSH continues to encourage the active participation of any parents who can spare a few hours a month on the committee.

GBOOSH is approved to offer 180 places per session. The centre currently runs Before School Care (BSC) and After School Care (ASC) sessions every weekday during school terms as well as a Vacation Care (VAC) program during school holidays.

Each year families leave the centre through natural attrition which may leave gaps in the parent committee for the following year. Due to the centres articles of association it is not legally allowed to trade without a volunteer parent management committee. This means if a minimum committee cannot be formed then the centre must cease to operate with the resultant impact being a loss of before and after school care for the 300 or so families that depend on it each day, as well as loss of employment for permanent staff. Efforts to raise awareness include notices at the sign in desk, the Family Handbook as well as end of year BBQ and enrolment forms.



GBOOSH – Vision, Mission and values

Mission Statement

To serve our school and the wider community's needs with an affordable, high quality out of school hours (OOSH) care service

Vision

Our team will lead the OOSH industry through innovation and renewal, constantly challenging ourselves and the 'norm'.

Our Values

- To put the needs of our children first
- To maintain integrity, honesty & openness in all of our pursuits
- To listen, learn, reflect & continuously improve
- To be pro-active community and corporate citizens
- To strive to provide a superior and joyful learning environment

GBOOSH Team

Committee Members for the 2020 /2021 Year

Executive Committee Positions

President

Name

Mark Badovinac (2021 PMC)

Immediate Past President

David Levitski (2020 PMC)

Vice President

Liz Salvage /Alecia Brooks

Treasurer

Craig Manwarring (PMC)

Public Officer

Taryn Fisher

Secretary

Jane Browning/Heather Vincin

Assistant Secretary

Heather Vincin

Ordinary Members

Julie Sierakowski

Jenna McGarrity

Andrew Crossling

Dione Hart

Melissa Pilgrim

John Quigley (Resigned)

Anne Klemm (Resigned)

GBOOSH Leadership Team

Positions

Director/Nominated Supervisor

Name

Corinne Bochkareff

Joint Co-Coordinator/Joint Nominated Supervisors/ Joint Educational Leaders

Cheryl Carroll

Kristin Garsheen

Skye Hunt

Assistant Coordinator

Alyson Honey (Resigned/returned as Casual)

Team Leader

Caryl Price (Resigned)

Administration Assistant

(Vacant)

Educators

Permanent Educators

Geraldine Reynolds (Retired)

Casual Educators

Danielle Aroney

Jessica Mackay

Jayde Jensen

Charlotte Driver (Resigned)

Rebecca Redwin

Caitlyn Anderson (Vac only)

Maddison Aroney (Resigned)

Matthew Staples (Resigned)

Madeleine Knight

Luisa Palisi (Resigned)

Amelia Nugent

Melissa Donnelly

James Sabbagh

Anne West

Brendan Garsheen

Zoe Felton (Resigned)

Samantha Redwin (Vac only)

Christian Bennett

Charlotte Driver

Tiffany Peters

Clare Peach

Matthew Thomson (Resigned)

Jenna Lennon

Alison McAvoy

Daniel Johnson

Jessica Daunt

Daniella Polaskova

Brooke Bentley

Sophie Digby (Resigned)

Olivia Burden

Natalia Beltran (Resigned)

Michael Crisafulli

Kiera McKay

Staff Update

Our Team

With a reduction in attendance numbers in the second half of 2020 and the early part of 2021, through a natural transition of staff the GBOOSH team reduced from a team of 38 at its peak down to 29. The team is now gradually building to allow for families returning to work and therefore children returning to more permanent, consistent days of care.

Currently the permanent staff team consists of GBOOSH leaders, Corinne Bochkareff, Cheryl Carrol, Skye Hunt and Kristin Garsheen who work a variety of individual contract hours across the week. The team has been flexible in managing their hours throughout the last 12 months to adapt to the ever-changing attendance numbers, as well managing their off-floor responsibilities such as administrative tasks, quality assurance, programming, rostering and management responsibilities. Scheduling some time working from home for all leaders has allowed for a block of uninterrupted time to devote to their off-floor responsibilities.

While the Director role is mostly performed as a remote role, the GBOOSH leaders are in constant contact on a daily basis and Corinne is still able to access all email communications, CCS data, accounting systems and parents as required. With improvements planned to GBOOSH's CCS and HR software in 2021/2022 this will further enhance the teams overall capabilities to work from home as required.

Through the partnership with Employment Innovations GBOOSH leaders have been able to expand their knowledge of HR practice and improve procedures such as the performance management and recruitment process. This has ensured we use our time and resources more effectively to recruit, train and employ quality candidates.

This year is the first year that we have an entirely casual base of educators. Due to the unpredictable attendance numbers and changing availability of the casual staff this has allowed more flexibility with rostering while still maintain a consistency of care for children with Educators being asked to have availability for at least 3-4 shifts per week.

The GBOOSH leaders would like to extend thanks to all GBOOSH families for their patience and support throughout 2020/2021, with a particular mention to our very active and supportive management committee. Our team is motivated by ensuring quality outcomes for children and a strong community focus, the current GBOOSH management structure allows our team to work towards these goals in partnership with our families.

Movements

Due to the impacts of COVID-19 on attendance numbers in 2020, GBOOSH was at times in a challenging position to provide the typical workload for casual educators. As a result, when some casual staff completed their studies and moved into their chosen fields of work, initially these vacancies were not filled. GBOOSH managed to cover the roster with the existing, smaller workforce for approximately 6 months of the year.

However, in 2021 as families are gradually returning to their normal workplaces GBOOSH has seen a gradual increase in attendance numbers resulting and therefore a need to quickly recruit and induct new Educators. In response to this, advertisements were placed on targeted child care social media groups requesting candidates email their expressions of interest to GBOOSH. It was found to be a valuable strategy as we saw 2 successful rounds of recruitment provide GBOOSH with the staff levels required at a much faster rate, as the target audience was already interested in working with school age children. Six additional casual Educators have been appointed and trained since the beginning of 2021.

In 2020/2021 the centre saw a number of staff leave to move on to new careers in teaching, learning support, nursing, NSW police force and even one moving into retirement. Permanent staff, Caryl Price and Geraldine Reynolds were farewelled in December 2020. After over 8 years of service with GBOOSH Geraldine moved into the

retirement phase to spend more time with family and friends and Caryl moved on to a new role within the sector. We wish all our previous employees well on their next journey.

In line with the centre's commitment to innovation and ongoing growth potential, Corinne Bochkareff has implemented the use of technology to enable her to continue working both remotely and onsite as the Director of the centre from her residence on the South Coast. Corinne has continued to focus on the administrative, governance, HR and accounts side of the business. Investigating and implementing various procedural improvements, compliance and policies across both operational and management aspects of GBOOSH. Improvement such as review of GBOOSH policies, the GBOOSH website and the centre's CCS software provider are still to come in 2021/2022. GBOOSH continues to plan for the future growth of the service now that the impacts and restrictions of COVID-19 on daily life in Australia are subsiding.

Succession planning

A temporary reallocation of duties and roles was shared amongst the Director and 3 Coordinators (GBOOSH Leaders) to allow for the vacancies which existed in the Administration Assistant, Team Leader and Assistant Coordinator from 2020/2021. As attendance numbers remained low into 2021 this has continued to be managed well by the team and to date there has been no need to recruit for these roles. The Management Committee and GBOOSH Leaders will continue to monitor this situation and fulfill these positions in the future if necessary.

Every year the centre experiences a significant turnover of Educators as they complete their training and move into their chosen careers. The Director and Coordinators will continue to recruit new Educators prior to current staff taking their practicum leave. Approximately 4 educators are due to complete their studies at the end of 2021 at which time the centre will commence recruiting.

GBOOSH Update

The multi-purpose building update

The construction of a new GBOOSH building (aka the Multi-Purpose Building MPB) on the grounds of GBPS continues to be a high priority for the centre. As we watch the Gynea Bay community grow, with multiple housing developments and many families taking up these new residences, it is obvious that the school community will also continue to grow. The centre's management team has been working closely with the school and Department of Education's Asset Management Unit (AMU) to advance this project and appreciate the commitment Hendrika Green, Principal GBPS has shown to this cause.

With the support of AMU, GBOOSH has been given the green light to push forward with this project. As a self-managed project, GBOOSH is seeking expressions of interest from the GBOOSH community to work with the centre, school and AMU by way of a sub-committee. GBOOSH is hoping that with the participation of a variety of experienced professionals from the Community we will be able to ensure the best possible outcomes for the centre, GBPS community and deliver within a manageable budget. GBOOSH's Kristin Garsheen (Joint Coordinator/Nominated Supervisor/Educational Leader) will represent the staff team and assist with coordinating the project drawing on her previous experience with a similar school based/OOSH project. If you are able to spare some time to contribute to this fantastic community initiative please contact the service as soon as possible. We look forward to reporting on some progress on this project in 2021/2022.

COVID-19

COVID-19 has continued to impact the centre from time-to-time through out 2020/2021. A further outbreak in December 2020 resulted in last minute rescheduling of the December 2020-January 2021 Vacation Care program which was efficiently managed by the GBOOSH staff team and communicated to families during the Christmas closure break.

GBOOSH has continued to actively consider the risks associated with COVID-19 and implement changes to the centre's procedures to ensure we are vigilant and able to quickly respond to any announced recommendations by NSW Health and the Government. Engagement of additional professional cleaning, increased access to handwashing/sanitising stations to reduce the risk of cross contamination and additional cleaning equipment has been acquired to ensure frequently touched items are cleaned regularly.

GBOOSH is a registered COVID safe business and asks any visitors to the service to scan in using the provided QR code. Should Government require contact tracing data from GBOOSH at any time our electronic sign in/out procedures for both staff and children would comply.

Community

Families

A big welcome to all the new families who have joined GBOOSH this year, particularly those who are also new to the Gymea Bay Public School community.

Government imposed restrictions at the end of 2020 presented many challenges for GBOOSH including the inability to hold our normal orientation and transition sessions for incoming kindergarten children. With parents excluded from all NSW Government school sites we were unable to open our doors to the many new families that enrolled. This required a little more time and encouragement for kindergarten children to settle into their new school routines and familiarise themselves with the OOSH environment. Both children and parents have embraced the transition to school and we thank you for your patience as we worked through some of the challenges this presented. We thank Peter from Hello Pro Photography for providing a fantastic display of photos and a 360 degree tour on our Goggle profile. This was a great tool for referring new families to when they were enrolling for 2021.

It is important to note that many families of the GBPS community also support and assist GBOOSH in many ways. This year we have seen many families provide assistance by way of volunteering and also paid services. We wish to thank the following families and businesses:

Bryce Jonas and Rania Saunders for installing the artificial turf around the GBOOSH sandpit/play area.

Geoff Snellgrove for assisting with our maintenance and plumbing repairs, often at short notice.

Peter Suchecki from Hello Pro Photography.

Brendan Carey from Brendan Carey Electrical Services.

Scott Wood of SW Projects for building the new bag shelving in the hallway.

As GBOOSH can be an essential service for many families, we encourage everyone to get involved in the service via the Management Committee, sub-committee projects, via surveys and feedback requests. Ongoing feedback from our families assists the centre in identifying areas for improvement from a different perspective, ensures we are meeting the changing needs of our community and builds cohesion. New families bring new ideas, experiences, cultures & diversity to our service.

School

GBOOSH enjoys a strong and open relationship with Gymea Bay Public School & works closely with the Principal & senior staff to strive for a seamless collaboration between school, GBOOSH & home. Information sharing and meetings between GBOOSH, GBPS staff and parents has been paramount in building a consistent approach across areas and achieving better outcomes for families and children.

The centre management team at GBOOSH has worked closely this year with Principal, GBPS Hendrika Green and GBPS support staff to work cooperatively with families in need of some extra support, managing incidences and effectively manage the ongoing COVID-19 situation.

Improvements and challenges

The use of the GBPS hall has continued to provide GBOOSH with the ability to operate a split program for Years 3 -6 in ASC. In addition to this access to the music room has provided GBOOSH with a flexible indoor space to facilitate quiet, relaxing play and movies in inclement weather and access to additional bathroom facilities during Vacation Care. GBOOSH has established many strategies for operating multiple areas across the school, be it purchasing trolleys to safely transport food, general equipment and first aid supplies between the main building & the hall or storing additional resources in secure areas.

With changes to the GBOOSH structure over the past 12 months, external agencies have continued to provide GBOOSH with services in the area of accounts/bookkeeping and human resources. GBOOSH's partnership with Two Sides Accounting and Employment Innovations (EI) have continued to provide invaluable support and advice to the GBOOSH leadership team and management committee.

EI's consultancy work is ongoing and in the second half of 2021 GBOOSH will be launching a staff portal to allow GBOOSH leaders to communicate, train and support staff remotely as well as an electronic onboarding process for new employees. In addition to this families will be asked to contribute feedback to an extensive review of the GBOOSH policies and procedures.

Ongoing advice and support from Two Sides Accounting has assisted the GBOOSH to improve and streamline its bookkeeping processes. This has assisted with the development of a budget model for 2022 and seek better outcomes from our CCS software. As a result GBOOSH has been exploring options for our future CCS software provider and in the near future this will require GBOOSH to transition to a new and improved platform. While this will present short term challenges during the transition phase it is hoped that a new provider result in improvements for both staff and families in the areas of finance and enrolment.

Highlights from the year

GBOOSH is proud to have made some significant achievements in 2020/2021;

- Negotiation with Gymea Bay Cricket Club to install new solar lighting at the June Place entry gate.
- Installation of bag storage in the main GBOOSH building hallway to improve accessibility and reduce trip hazards.
- Offering in-house first aid update and online child protection training opportunities to staff.
- Providing access to other online webinars, training and workshops for staff.
- Review of Vacation Care programming procedures has seen reduced financial burden for the centre, improvement to the variety of incursions and activities.
- Improvements to GBOOSH's financial management procedures have led to savings and clearer financial reports.
- Completion of a number of successful applications for inclusion support (ISS) funding has allowed GBOOSH to continue to provide inclusive care to children with additional needs in BSC, ASC and Vacation Care.
- Development of a COVID Safe Plan and associated documents to enable GBOOSH to register as a COVID Safe Business with Service NSW.
- Improvements to HR processes and documentation to ensure GBOOSH is compliant with the most recent changes to Fair Work Legislation and work towards paperless onboarding processes.
- Upgrade of appliances to improve the efficiency and effectiveness of daily cleaning procedures as well as the longevity for appliances for the future.
- Continued flexible working arrangements to support GBOOSH leaders to complete some of their roles remotely, including participating in video and phone meetings.
- Continued use of technology to assist the GBOOSH Parent Committee to maximise attendance at meetings by conducting hybrid meetings with a mix of face-to-face attendance as well as participants signing in via Microsoft Teams.
- Successfully navigating the challenges of COVID-19 to continue operating within required guidelines and providing a safe environment for children and their families.

Improvements planned for the upcoming year

Initiatives and improvements for the coming year include;

- Continued recovery and growth following the challenges of 2020/2021 and the fall out of COVID-19.
- Working with GBPS on improvements and developments to the physical environment surrounding GBOOSH including progression on the MPB.
- Building and launching a fresh GBOOSH website with increased functionality and ease of use to allow strengthened communications with families and the community.
- Continued improvements to GBOOSH's HR programs, practices and GBOOSH policies through work with Employment Innovations.
- Continued improvements to GBOOSH's financial management practices working in partnership with Two Sides Accounting.
- Successful migration to a new CCS software provider and parent portal.
- Establishment of the GBOOSH MPB sub-committee.
- Ongoing development and training for employees, in particular our leadership team.
- The release of fresh new uniforms for the GBOOSH team.
- Continuing to reflect on the centre's practices, policies and procedures using ACECQA's Self-Assessment Tool and measuring against National Quality Framework.

Auditors Report

Financial Reports