



MEETING MINUTES: COMMUNITY MOTHERS
DATE: THURSDAY 29TH NOVEMBER 2018
TIME: 11AM-1PM
VENUE: YANGEBUP FAMILY CENTRE

Attended: Tracy P, Carolyn M, Jayne Mc, Sam W, Tracey R, Barbara F, Tina A, Ailsa M, Anna C, Anna A, Renee J

Apologies: Annette H, Jane M, Bobby G, Bree F, Gail B, Jasmine S, Mary T, Rosa Y, Sarah G, Sarah T

NEWS

- CoC -
 - Froggies fun for fathers will be held on 19th January 2018.
 - Celebrate Ability will be held on 3rd December at Bibra Lake.
 - Baby makes 3, the CoC are considering bringing this to WA. This is a series of workshops to assist first time parents to adapt to the demands and expectations of parenthood, highlighting DV and the impact of this when becoming a parent.
- Yangebup Family Centre -
 - Holiday program starts on 24th January 2018.
 - Chinese open day is being held on 7th February 2018.
- Community Mother Visits –
 - Anna A – 2 successful visits, positive experience and working well with the family. Anna is in the process of making arrangements for her support family to visit Yangebup Family Centre and see what they have to offer.
 - Anna C has been visiting her family, issues have been raised which she will discuss at the reflective training on Wednesday 12th December with Mary and Ailsa.
- Changefest –
 - Carolyn attended along with CCK staff, this was a great success, the team were able to provide an insight to other organisations on CCK's 5 initiatives.
- New referral/promotion for Community Mothers -
 - Jayne CoC has been promoting the program and is in the process of referring her 2nd mother.
 - Sam promotes the program at the early parenting group held in the Centre.

PROGRESS

- Database – nearly completed, Tracey has agreed to update the database once Carolyn has fully inputted all the data.
- The two newly trained community mothers were welcomed to the group and congratulated on completing their training. They enjoyed the two-day training session and found it very informative.
- There are now 12 trained community mothers. At present we are supporting 6 families, with 3 on the waiting list. All trained community mothers have made regular visits to support the families.
- Recruitment to training process comments/suggestions:
 - One hour was not enough to give an oversight of the program and interview potential community mothers, it all seemed a bit rushed;
 - Make sure there is enough interviewers on the day, so all are interviewed at the same time;
 - Crèche is arranged for children on interview day as some found this a distraction;

- More information to be provided on advert for becoming community mother as many did not know what it entailed, once they applied for the position a job description was sent to all;
- In time trained community mothers should assist with recruitment and interviews;
- Holding a drop-in session to inform potential community mothers of what the expectations are, and level of commitment required.
- Drop rate from recruitment to training-
 - 12 attended recruitment;
 - 1 dropped out advising that the commitment was too much;
 - 3 could not attend two-day training, they will attend the next round;
 - 8 attended training, unfortunately only 6 passed the training as 2 did not complete all of day one, they will be invited back for next round of training.
- Childcare – Yangebup Family Centre, Little Rascals and Mission Australia are now offering childcare, please see CCK for details, days and costs if applicable.
- Booking appointments – some have suggested that the support team/admin, control the booking system of visiting families, this person would contact the family and community mum to arrange/cancel or reschedule. At present the community mother is making contact and arranging visits. This item will be discussed with Jane for advice and to seek possible approval.
- Community Mother visits – it was suggested that all are to keep brief notes regarding visits, these can then be brought and discussed at the reflective meetings with Mary and Ailsa.
- Gift cards were given to those who had completed their visits for the months of October and November, both Anna A and Anna C have taken a kilometres form to record distances covered over the next month. Kilometres are paid 78 cents per km, these will be compared at the next meeting.
- Safe Visiting -
- All community mothers are to select a buddy to team up with, the buddy should be informed of the visit and a text should be made when leaving the property. At the next training session on 12th December it would be great if a list was produced and sent back to CCK and admin to record.
- Admin Role -
- Tracey has kindly agreed to be admin, as there is not an extensive list of trained and recipient mothers, she has agreed to support both Kwinana and Cockburn. Once the program grows an admin person will be sought for Kwinana.
- Initial visit – Jane CCK has been doing the initial visit to the family, Tracey has agreed to take over this role and visit along with another community mother. Thanks for offering your help.
- As the community mothers' program has grown over the past few months, this has increased the workload for CCK, volunteers are to be asked to undertake some tasks. Wendy to send an email to all asking for volunteers to help with making up files, producing support lists, making up busy bags etc. Tracey R CoC advised that she may be able to help with volunteers, a basic job description of tasks and time required is to be emailed.
- Thank you brunch, all are invited to attend the brunch on Monday 3rd December 9.30am-12pm at the Darius Wells, this is to recognise and acknowledge your commitment and support to CCK over the past year.

NEW IDEAS

- Future Funding - Jane attended a meeting with JCC to discuss future funding for CCK. The JCC have agreed to provide funding to CCK, both governments Kwinana and Cockburn will be approached, along with other avenues for funding, any shortfall will be met by member departments of the JCC.



0429 904 324

info@connecting4kids.com.au | www.connecting4kids.com.au

FOR ACTION

ACTION	RESPONSIBILITY	BY WHEN
All bookings for CM visit to be done by a central person who would take control of all visits. Wendy to discuss with Jane	Wendy/jane	3 rd Dec
Kilometre forms to be recorded and submitted to CCK at the next meeting	Anna A, Anna C	Next meeting
An email is to be sent to volunteers asking for help with community mother tasks.	Wendy	5 th Dec
A job description for volunteers and expected tasks to be emailed to Tracey R, CoC	Wendy	10 th Dec
Community mothers are to select a buddy for safe visiting - CCK are to be informed buddies	All Community Mothers	12 th Dec

Next Meeting: Thursday 24th January 2019
Time: 9.30am-11.30am
Venue: Darius Wells
RSVP: info@connecting4kids.com.au

