



Governance and Management

Quality Area 7 : Leadership and service management

We would like to acknowledge Community Child Care Co-operative (NSW) for material used in this policy

The management committee undertakes to maximise the value and contribution of North Rocks Preschool to the community, and to serve the interests of its members, employees and families and children.

Policy Statement

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our education and care service recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

Goals / what are we going to do

Our education and care service is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliant with all funding, regulatory and legislative requirements placed on the organisation
- Remaining solvent and comply with all our financial obligations.
- Identifying organisational risks and legal obligations and manage these.
- Ensuring mechanisms are in place for fair and transparent governance.

Strategies / How will it be done

Roles and Responsibilities

Management

The management of our education and care service is overseen by the Management Committee. The Management Committee is accountable to members for the performance of the organisation



NORTH ROCKS
PRE-SCHOOL

Governance and Management

Quality Area 7 : Leadership and service management

Roles

President/Chairperson/Approved Provider

Status – the President's appointment is drawn from the membership of the Preschool and is elected by members at the Annual General Meeting.

Terms of Appointment – According to the rules of the constitution

Key Function – to lead the Preschool and be responsible for the integrity of committee/board processes and decisions including effectiveness of meetings and committee/board governance

Role – be the committee/board's delegated authority as Authorised Supervisor of the preschool

- Lead the preschool's vision and achievement of organisational goals
- Chair committee and general meetings of the preschool
- Act as spokesperson for the preschool to media, government, parent information nights etc
- Work in partnership with the preschool director to ensure committee decisions are carried out
- Lead recruitment and orientation processes of new committee members and preschool director
- Co-ordinate preschool directors performance evaluation
- Ensure the preschool compliance with all statutory requirements

Treasurer

Status – this is a paid position held by a person qualified with accounting experience

Term – according to the rules of the constitution

Key Function – to oversee the preschool's financial reporting and budgetary control processes to ensure the viability of the preschool.

Role: lead the committee's review of action related to the committee's financial responsibilities.

- Provide or work with the preschool director and any contracted finance personnel to ensure that financial reports are made available to the committee on a timely basis
- Work with the preschool director and the contracted finance personnel to prepare the annual budget and present the budget to the committee for approval
- Monitor the budget throughout the year and provide advice to the committee of significant implications
- Ensure that appropriate internal financial controls are in place and operate effectively.

Governance and Management

Quality Area 7 : Leadership and service management

Vice President

Status – appointment is drawn from the membership of the preschool and is elected at the Annual General Meeting

Term – according to the rules of the constitution

Key Function – to support and substitute for the President in their absence

Role –

- Act as the president in the president's absence
- Assist the president in recruitment and orientation processes of new committee members and centre director
- Carry out specific tasks as requested by the president

Committee Board Members

Status – nominated and are elected at the Annual General Meeting

Term – according to the rules of the constitution

Role:

- Actively support the vision, philosophy and goals of the preschool
- Prepare for meetings, regularly attend and actively engage in meetings
- Actively support the decisions of the committee
- Be an active member on any relevant sub-committee/s
- Support and regularly attend centre functions
- Maintain confidentiality and privacy requirements at all times

Governance and Management

Quality Area 7 : Leadership and service management

Management Committee Role

The Management Committee has overall responsibility to members for the sustainability and relevance of the service. The Board/Management will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy.

In carrying out its responsibilities, the Management Committee undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

The Management Committee is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the Children Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.

Policies

The Management Committee will:

- Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with;
- Ensure that these policies comply with relevant legislation; and
- Update these policies on a regular basis.

Compliance Measures

The Management Committee will:

- Ensure that mechanisms are in place such as compliance tools and a compliance calendar to assist them to assess that the organisation's policies are implemented; and
- Prepare a sample service summary sheet for new committee members

Constitution

The Management Committee of the Association will:

- Ensure that the organisation's constitution/articles of association is are followed at all times;

Governance and Management

Quality Area 7 : Leadership and service management

- Ensure that the constitution/ articles of association are reviewed at least every three years;
- Ensure that each new member of the Board/Management, and
- Committee is provided with a copy of the organisation's constitution and Quality Improvement Plan on their appointment to Management Committee.

Board/Management Committee Powers

The Management Committee sets the strategic direction and monitors performance of the organisation. The Management Committee will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives.

In addition, the Management Committee members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a committee of directors, a director, an employee or any other person

The Management Committee delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Director/Co-ordinator/Manager.

In discharging its powers, each Director/Management Committee member will be bound by the Associations Act/Corporations Act, the Constitution and all policies of the organisation.

The Board's/Management Committee's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the Director/Co-ordinator/Manager;
- Ratifying the appointment of all staff members;
- Developing organisational strategy and performance objectives;
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance;
- Monitoring the Director's/Co-ordinator's/Manager's performance and implementation of strategy;
- Approving and monitoring financial and other reporting;
- Authorising appropriate delegations within the organisation;
- Ensuring appropriate resources are available to carry out the organisation's functions; and
- Approving and monitoring the progress of major capital expenditure.

Governance and Management

Quality Area 7 : Leadership and service management

Risk Management

The Management Committee will:

- Ensure the organisation operates with and to a valid Constitution/Articles of Association and that all governance and management practices of the Management Committee and staff align with the Constitution/Articles of Association;
- Demonstrate achievement of this through accessible meeting minutes and Management Committee self assessments;
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.

Code of Conduct

The Management Committee members will:

- Commit themselves members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Management Committee members;
- Demonstrate un-conflicted loyalty to the interests of the organisation when acting as a Management Committee member;
- Avoid conflicts of interest with respect to their role;
- Annually disclose their involvement with other organisations or companies that currently do business or may do business with the organisation;
- Immediately disclose to the Management Committee any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making;
- Not use information exclusive to Management Committee members for personal gain and will respect the confidentiality of all information obtained during meetings or through their role; and
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Actively seek knowledge and current, accurate information about the operations of the preschool.
- Work impartially, collaboratively and harmoniously with other Committee Members, Centre Director, staff and families.
- Tender a resignation if unable to consistently uphold any of the above standards of behaviour within the code of conduct.

Governance and Management

Quality Area 7 : Leadership and service management

Related Guidelines, Standards, Frameworks

- **National Quality Standard Quality Area 7: Leadership and service management – standard 7.3**

Related Legislation

- **Education and Care Services National Law Act 2010;
Education and Care Services National Regulations 2011;
Regulations 168(2)**
- **NSW Association Incorporation Act 2009**

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.