



# Governance and Management

## QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

### Introduction

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 compliance with all funding, regulatory and legislative requirements
- ◁ Remaining solvent and complying with all our financial obligations.
- ◁ Identifying organisational risks and legal obligations and managing 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.

- ◁ Promotes parental involvement in the Centre, where parents and carers are welcome to attend Management Committee Meetings and help in any way they can with fundraisers and working bees.
- ◁ Manages and coordinates fundraising and expenditure.
- ◁ Facilitates effective communication between management and staff.
- ◁ Committee members are elected annually from Tottenham Early Childhood Centre parents under the rules of the Constitution of the Tottenham Preschool Kindergarten Association Incorporated.

◁ To have voting rights parents or carers are required to become an elected member of the Management Committee at the Annual General Meeting and need to complete required paperwork.

◁ All requests for access to the Centre's resources, records etc will be made to the Director who will determine a mutually convenient time. The Centre's policy on *Privacy Collection Statement* will be strictly observed.

◁ The Management Committee members are to adhere to the *Complaints Handling Policy* should conflict arise.

### **Management Committee Role**

The Management Committee has overall responsibility to members for the sustainability and relevance of the service. The Management Committee 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

◁ Provide new committee members with a Committee Members Handbook.

### **Constitution**

#### **The Management Committee of the Association will:**

◁ Ensure that the organisation's constitution is followed at all times;

◁ Ensure that the constitution is reviewed when required;

◁ Ensure that each new member of the Management Committee is provided with a copy of the organisation's constitution.

## **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 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/Nominated Supervisor.

In discharging its powers, each Management Committee member will be bound by the Associations Act, the Constitution and all policies of the organisation and their signed confidentiality agreement with the Committee.

The Management Committee's authority includes:

- ◁ Overseeing the organisation including its control and accountability systems;
- ◁ Appointing and removing the Director/Nominated Supervisor;
- ◁ 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/Nominated Supervisor 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.

## **Risk Management**

**The Management Committee will:**

- ◁ Ensure the organisation operates with and to a valid Constitution and that all governance and management practices of the Management Committee and staff align with the Constitution.
- ◁ Demonstrate achievement of this through accessible meeting minutes and Management Committee self assessments;
- ◁ Assist committee 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.

## **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.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## **GUIDELINES, STANDARDS, FRAMEWORKS**

- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

## **RESOURCES/USEFUL LINKS**

- ◁ Guide to the National Quality Framework (2018): [www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf](http://www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf)
- ◁ ACECQA Newsletter Issue 6 2018: Governance in education and care - [www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-6-2018](http://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-6-2018)

## **RELATED LEGISLATION**

- ◁ Education and Care Services National Law Act 2010
- ◁ Education and Care Services National Regulations: Regulations 168(2)
- ◁ NSW Association Incorporation Act 2009

**Ratified Date:**

**Reviewed Date:**