

## GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY:

### QUALITY AREA 7- LEADERSHIP AND SERVICE MANAGEMENT

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Education and Care Services National Regulations 2011: regulation 168, 169, 170, 171 & 172  
Link to National Quality Standard: 7.1, 7.2, 7.

#### Introduction

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Forest Hill Community Preschool recognizes the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in the organization. Forest Hill community Preschool views good governance and management as essential to our provision of quality education and care in a responsible manner. The management committee undertakes to maximize 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.

#### Goals:

##### Management:

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

In carrying out its responsibilities, the management committee undertakes to maximize the value and contribution of the preschool to the community, and to serve the interests of the preschool's members, employees and families using the service. In serving in 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 Preschool and are responsible for the management and control of the Preschool as the Approved Provider of the Preschool under the *Children (Education and Care Services National Law Application) Act 2010* and the *Education and Care Services National Regulations*

#### Policies.

##### **The Management/committee will:**

- Ensure that a comprehensive set of policies are in place as required under *Education and Care Services 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 originations policies are implemented and prepare a sample service sheet for new committee members ( refer to page 59 of Community Child care cooperative *So now you're on the Committee* or Country Children's services handouts for new committee members)

## Constitution

### **The Management/committee will of the Association will:**

- Ensure that the Preschool's constitution /articles of association is followed at all times
- Ensure that the constitution is reviewed at least every three years
- Ensure that each new committee member is provided access to the *Quality Improvement Plan and The constitution*

## Management Committee Powers

The management committee sets the strategic direction and monitors performance of the Preschool and will strive to provide effective governance to achieve excellent overall management and 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, 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 Preschool to the service's Director

In discharging its powers, each Director/committee member will be bound by the Associations Act/Corporations Act, the constitution and policies of the preschool

### **The Management Committee authority includes:**

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



## Risk Management

### **The management committee will:**

- Ensure the preschool operates with and to a valid constitution and that all governance and management practices of the committee and staff align with the constitution
- Demonstrate achievement of this through accessible meeting minutes
- Assist committee members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.
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## Code of Conduct

### **Management Committee members will:**

- Commit themselves as members to ethical, businesslike and lawful conduct, including proper use of authority and professional decorum when acting as a Management committee member
- Demonstrate un-conflicted loyalty to the interests of the Preschool when acting as Management committee members
- Avoid conflicts of interests with respect to their role
- Annually disclose their involvement with other organisation's or companies that currently do business or may do business with the Preschool
- Immediately disclose to the Management Committee any and all conflicts of interests. That member shall absent themselves without comment from both the deliberation and final decision making.
- Not use information exclusive to the management committee members for personal gain and will respect the confidentiality of all information obtained during meetings or through their role
- Respect the confidentiality appropriate to issues of a sensitive nature
- Sign a committee confidentiality statement

## Evaluation

Forest Hill Community preschool will be recognized for effective governance management practices. The Preschool's philosophy is adhered to, its goals are reached and it continues its quality improvement journey. The preschool's risks and legal obligations are identified and managed through policies and relevant processes

*This policy links to Confidentiality of records policy.*