



GOVERNANCE AND MANAGEMENT POLICY

Introduction

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Normanhurst West Community Preschool 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 in a responsible manner.

Goals

To ensure the Preschool has good governance we will:

- Conduct our affairs legally, ethically and with integrity.
- Identify organisational risks and legal obligations and manage these through policies and relevant processes.
- Ensure that mechanisms are in place for fair and transparent governance

Strategies

1. Management

The management of Normanhurst West Community Preschool is overseen by the Management Committee. It is elected each year at an Annual General Meeting held in March. It comprises of President, Vice President Secretary, Treasurer, 3 general members. The Management Committee meets each term and is accountable to members for the performance of the Preschool.

2. Management Committee's Role

The Management Committee has overall responsibility to members for the sustainability and relevance of the service. The 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 Preschool's constitution and in line with the Preschool's philosophy.

In carrying out its responsibilities, the Management Committee undertakes to maximise the value and contribution of the Preschool to the community, and to serve the interests of the Preschool'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 Preschool and are responsible for the management and control of the Preschool as the Approved Provider of education and care under the Children (Education and Care Services National Law Application) Act 2010 and the Education and Care Services National Regulations. A detailed outline of responsibilities is provided in the Management Committee Roles and Responsibilities handbook located in dropbox file:

1. Governance, Committee Information, committee handbook

3. 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.
- Ensure policies are updated as required.

4. 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 Preschool's policies are implemented.

5. Constitution

The Management Committee of the Association will:

- Ensure that the associations' 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 associations' constitution and Quality Improvement Plan on their appointment to the Management Committee.

6. Management Committee Powers

The Management Committee sets the strategic direction and monitors performance of the Preschool. The Management Committee will provide effective governance to ensure excellent overall management of the Preschool'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, the 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 Preschool Director/Nominated Supervisor.

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

The Management Committee's authority includes:

- Overseeing the organisation including its control and accountability systems.
- Appointing and removing the Director/Nominated Supervisor.
- 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 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 Preschool's functions.
- Approving and monitoring the progress of major capital expenditure.

7. 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 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.

8. Code of Conduct

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 Preschool 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 Preschool.
- 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.
- Respect the confidentiality appropriate to issues of a sensitive nature.

9. Schedule of Delegations

A clear schedule of delegations is one of the components of good governance and will be adapted as necessary.

Evaluation

The Preschool is recognised for effective governance management practices. The Preschool's philosophy is adhered to, its goals are reached and it continues its quality improvement journey. Organisational risks and legal obligations are identified and managed through policies and relevant processes.

Supporting Documentation

Community Early Learning Australia (CELA)
NWCPS Committee Manual 2018
Governance and Management Responsibilities (CCSA)

Links to other Policies

- Confidentiality
- Management Committee Roles & Responsibilities
- Responsibilities of the Approved Provider

Policy Availability

This Management and Governance Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website www.nwcps.org

Legislation:

Education and Care Services National Law (Act 2010)
Education and Care Services National Regulations (201) 168(2) 172
Links to National Quality Standard: 7.1

Review History: Version 2

Management and staff will monitor and review the effectiveness of the Governance and Management of the Preschool policy every 2 years. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

- April 2014: Policy created
- September 2018: Policy reviewed and updated to reflect NQS
- September 2020: Review Date