



# Springwood and District Preschool Kindergarten

## Governance & Management Committee Members Roles and Responsibilities

### **Legislation:**

*Education and Care Services National Law Act*

*Education and Care Services National Regulation 2018*

[Quality Area 7: Leadership And Service Management](#)

[168 Education and care service must have policies and procedures](#)

[180, 181 Confidentiality of records kept by approved provider](#)

[183 Storage of records and other documents](#)

### **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 in a responsible manner.

### **Rationale:**

Springwood and District Preschool Kindergarten acknowledges the importance of understanding the legislation required in order to manage a children's service. Springwood and District Preschool Kindergarten is managed by a Management Committee comprising of interested parents. The Management Committee is the Approved Provider under the current Education and Care Services [National Law Act 2010 and Regulations 2018](#). The Management Committee is responsible for the direction of the preschool and its effectiveness and works to ensure the preschool is conducted within all relevant legal requirements. It is important for the legal and effective functioning of the preschool that Management Committee understand their role/s and are aware of their responsibilities.

### **Aims:**

- To adhere to all current legislative and legal obligations in regards to Approved Providers
- To ensure this information is communicated to all stakeholders of Springwood and District Preschool Kindergarten in a suitable and efficient way



**Procedure:**

Being a Management Committee member means accepting a range of responsibilities, including legal and ethical matters, to ensure the service functions effectively and professionally. The Management Committee is accountable through various legislative requirements but is also accountable to the families who use the service. Persons wishing to become Management Committee members need to be fully aware of the roles and responsibilities attached to these positions. Families using the services of the preschool should also be made aware of the management structures and processes in operation at the service.

**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 Nominated Supervisor s, a Nominated Supervisor , an employee or any other person.

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

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

**Risk Management**

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; and
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.

**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 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 Board/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.

The following is an overview of the general roles/responsibilities of all Committee members and those of the key office bearers.

**President:**

- The President's appointment is drawn from the membership of the preschool and is elected by members at the Annual General Meeting (AGM).
- The term of appointment is according to the rules of the Constitution
- Roles and responsibilities:
  - To lead the preschool and be responsible for the integrity of Management Committee processes and decisions, including effectiveness of meetings and Management Committee governance
  - Be the Management Committee's delegated authority as Approved Provider of the service
  - Lead the preschool's vision and mission and achievement of organisational goals
  - Chair Management Committee and General Meetings of the preschool
  - Act as spokesperson for the preschool to media, government and other agencies
  - Work in partnership with the preschool Nominated Supervisor to ensure Board decisions are carried out
  - Lead recruitment and orientation processes of new committee members and preschool Nominated Supervisor
  - Ensure the preschool's compliance with all statutory requirements

**Treasurer:**

- The Treasurer's appointment is drawn from the membership of the preschool and is elected by members at the Annual General Meeting (AGM).
- The term of appointment is according to the rules of the Constitution
- Roles and responsibilities:
  - To oversee the preschool's financial reporting and budgetary control processes to ensure the viability of the preschool
  - Lead the Management Committee's review of and action related to the Management Committee's financial responsibilities
  - Provide or work with the preschool Nominated Supervisor and any contracted finance personnel to ensure that monthly financial reports are made available to the Management Committee on a timely basis
  - Work with the Nominated Supervisor and the contracted finance personnel to prepare the annual budget and present the budget to the Management Committee for approval
  - Monitor the budget throughout the year and provide advice to the Management Committee of any significant implications



- Ensure that appropriate internal financial controls are in place and operate effectively

**Vice President:**

- The Vice President's appointment is drawn from the membership of the preschool and is elected by members at the Annual General Meeting (AGM).
- The term of appointment is according to the rules of the Constitution
- Roles and responsibilities:
  - To support and substitute for the President in his/her absence
  - Act as President in the President's absence
  - Assist President in recruitment and orientation processes of new Management Committee members and Nominated Supervisor
  - Carry out specific tasks as requested by the President

**All Committee/Board members**

- Committee members appointment is drawn from the membership of the preschool and is elected by members at the Annual General Meeting (AGM).
- The term of appointment is according to the rules of the Constitution
- Roles and responsibilities:
  - Actively support the vision, mission 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 preschool functions
  - Maintain confidentiality and privacy requirements at all times

**Code of Conduct**

- Each committee member understands and agrees to uphold the following standards of behaviour. Committee members should –
  - Behave ethically and professionally in all matters relating to the management of the preschool
  - Actively seek knowledge and current, accurate information about the operations of the preschool
  - Delineate and state any matters involving a conflict of interest on any preschool matter to better enable the Committee to make informed decisions
  - Put the needs and interests of the preschool ahead of personal perspectives
  - Perform the tasks/assignments delegated within the Committee
  - Provide strong support for the agreed strategies/decisions of the Committee
  - Attend meetings on a regular basis
  - Sufficiently prepare for meetings to enable informed debate and decision-making
  - Understand and have empathy with the preschool's history and current operations
  - Uphold high ethical standards at meetings and in decision making
  - Work impartially, collaboratively and harmoniously with other Committee members, preschool Nominated Supervisor, staff and families
  - Tender a resignation if unable to consistently uphold any of the above standards of behaviour within the Code of Conduct



**Staff Communication Processes**

- The Committee (and each individual member) formally communicates with the staff of the preschool through the Nominated Supervisor . However, the preschool Nominated Supervisor may delegate another staff member to deal with or assist the Committee, its Sub-Committee or individual members, either generally or on particular matters. Notwithstanding such delegation, the preschool Nominated Supervisor remains responsible for the actions and performance of all staff members.
- Mutual respect should exist at all times between Committee members and staff, and recognition be given of the complementary roles of each. The Committee should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue.
- Any Committee or individual member’s complaint regarding any staff member must be directed through the preschool Nominated Supervisor .

<b>Links to Quality Areas and Standards:</b>	
<b>4.2 Professionalism</b>	<b>Management, educators and staff are collaborative, respectful and ethical.</b>
4.2.1 Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2 Professional standards	Professional standards guide practice, interactions and relationships
<b>Quality Area 6</b>	<b>Collaborative partnerships with families and communities</b>
<b>6.1 Supportive relationships with families</b>	<b>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</b>
6.1.1 Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2 Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
6.1.3 Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>Quality Area 7</b>	<b>Governance and Leadership</b>
<b>7.1 Governance</b>	<b>Governance supports the operation of a quality service.</b>
7.1.1 Service philosophy and purpose	A statement of philosophy guides all aspects of the service’s operations.
7.1.2 Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3 Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.



**Source:**

Because It Matters P/L

Early Childhood Australia (2006). *Code of Ethics*. Canberra, ACT. Early Childhood Australia.

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Policy Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

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Next Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

