

**Quality Area: 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 Governance:** Governance supports the operation of a quality service.

**BERALA JACK & JILL  
PRE-SCHOOL**



## **Governance & Service Management**

**Policy Review date: June 2024**

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Berala Jack & Jill Preschool is an incorporated association, not for profit, community preschool. The approved provider of the service is a volunteer committee comprising of the management committee and ordinary committee members.

Berala Jack & Jill 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.

### **Aims:**

To ensure our organisation 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; and
- Ensure that mechanisms are in place for fair and transparent governance.

### **Management responsibility:**

The Management Committee is 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 Application) Act 2010 and the Education and Care Services National Regulations.

The committee abides by the Berala Jack & Jill Preschool Constitution and sound governance standards to make decisions in the best interest of the preschool, children, families, staff and community. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

It has an overall responsibility to members for the sustainability and relevance of the service and to ensure annual reporting obligations, policy, documentation, proper financial and membership records and registers are attended. The Management Committee will support the Director towards achieving the organisations' goals and implementing the organisation's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs in line with the organisation's philosophy and policies.

The Committee is able to receive support and professional development as required to help them understand expectations in regard to their roles and responsibilities. All professional development will be expended by the service.

eLearning modules can be accessed free of charge by visiting the ACECQA website here, <https://www.acecqa.gov.au/resources/opening-a-new-service/elearning-modules-approved-providers>

CELA So Now You Are On The Committee webinar can be accessed here, <https://www.cela.org.au/training/leadership/so-now-you-are-on-the-committee>

## **Policies**

The Management Committee will work in partnership with the Director to:

- 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.
- Support the whole team to review policies and their relevance and ensure that they are ratified regularly.

## **Compliance Measures**

The Management Committee will work in partnership with the Director to:

- Ensure that mechanisms are in place (such as the compliance tool that can be accessed in the Quality Improvement Plan and Education and Care Services National Regulations) to assist them to assess that the organisation's policies are implemented.
- Ensure that the service administrator passes on governance information to new members.

## **Constitution**

The Management Committee will work in partnership with the Director to:

- Ensure that the organisation's constitution/articles of association are followed at all times.
- Ensure that the constitution/articles of association are reviewed at least every three years in collaboration with CCSA.
- Ensure that each new member of the Management Committee has access to the organisation's constitution, Quality Improvement Plan and governance information on their appointment to the Committee.

## **Risk Management**

The Management Committee will work in partnership with the Director to:

- Ensure all management practices of the Management Committee and staff align with the Constitution/Articles of Association.
- Demonstrate achievement of this through accessible meeting minutes.
- Ensure complaints and grievances are addressed in a timely manner with fair investigation and will be documented. The information, including who to contact and relevant phone numbers, displayed on the noticeboard.
- All staff will be fit and proper to ensure their roles and responsibilities are followed. A comprehensive induction process is put in place for all new staff.

## **Management Committee's authority:**

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

The Management Committee has a close working relationship with the Management team (the Director, Education Leader, Administrator). The Management Committee and Management team set the strategic direction, quality improvement and monitor performance of the organisation.

## **The Management Committee and Director will provide effective governance to ensure excellent overall management of the organisation's business objectives by:**

- Overseeing the organisation including its control and accountability systems.
- Appointing and monitoring the Director's performance.
- Ensuring the Director is reviewing, ratifying, and monitoring systems of risk management and internal control, codes of conduct, and legal compliance.

The Management Committee delegates the responsibility of implementing the day-to-day management of the organisation to the service's Director.

## **Financial accountability**

- The Director will ensure appropriate resources are available to carry out the organisation's functions.
- The Committee will ensure our Service meets all financial and legal obligations. They will approve and monitor monthly financial expenditure and annual audits.

- The Director will seek approval from the Committee for any financial purchases over \$500. All approvals will be agreed to in writing, either by email or in the Service Report and meeting minutes.
- Staff purchasing groceries or resources for the service will be reimbursed upon issuance of a valid receipt. Where purchases are for teaching resources, an approval from the Director is required. All reimbursements will be made via electronic funds transfer.
- Two authorised signatories are permitted to transfer money between the Service's every day and savings accounts.
- A **single** signatory may operate an approved corporate debit or credit card facility of a limit up to \$2000. **Two** signatories for electronic funds transfer are required. Signatories are generally the Director, Public Officer and/or a member of the Committee.
- The debit / credit card is only to be used for business purposes. The individual with authority to operate the credit/debit card is under no circumstance permitted to withdraw money from the credit card or use it for personal reasons.
- All funds to the service are spent in accordance with the grants and funded programs spending rules, for example Start Strong, Disability and Inclusion Program and Start Strong Free Fee Preschool Guidelines. The Director will be responsible for submitting all required financial accountability reports by the submission due dates.

### **Management Committee Roles (adopted from the CCSA)**

In addition to understanding the role of the Management Committee as a whole, each member needs to be aware of their individual role on the committee, particularly if they are an office bearer.

#### **President/Chairperson**

The president's role encompasses three broad areas:

- Leadership of the committee
- Liaison with the Director
- Public relations

To be effective in these areas, it is important that the president has an awareness and understanding of the needs of children and families and the role of the service within the community.

The president's responsibilities include:

- Understanding the organisation's governing rules
- Contributing to the committee meeting agenda, in consultation with the Director and other committee members

The president must also:

- sign the minutes after they have been confirmed at the following meeting.
- Assisting the Director to prepare and deliver a report at the organisation's Annual General Meeting as well as any other reports as required.
- communicate regularly with other members of the committee and director.
- keep track of tasks that have been allocated to other committee members or sub-committees.
- speak on behalf of the service and represent it within the broader community.

While the role of the president tends to be an all-encompassing one, the help and support of fellow committee members can be enlisted in any area. The president should delegate and coordinate tasks to make sure action is taken.

### **Vice President**

The Vice President supports the president and fills the role of president/chairperson when required (for instance, chairing the meeting or representing the service if the president is absent).

The Vice President's responsibilities include:

- Ensuring the service keeps a current list of members of the organisation, including address and contact numbers.
- presenting applications for new membership to the committee for approval in accordance with the constitution.

### **Secretary**

The secretary is responsible for the records of the service (other than the financial records).

Secretarial responsibilities include:

- consulting with the President/chairperson/Director on preparation of the agenda
- Documenting and preparing minutes following all meetings
- distributing copies of minutes at or before the next meeting, in accordance with governing rules
- collecting, reporting and responding to relevant correspondence as directed

## **Treasurer**

The role of the treasurer is to ensure:

- the service prepares an annual budget
- income and expenditure (profit/loss) is checked against the budget
- Treasurers report is prepared and distributed to all committee members prior to each Committee Meeting
- the service uses correct accounting procedures and keeps associated documentation (invoices, receipts, bank statements, etc.)
- the correct information compiles for the annual audit.

Although the Treasurer's role is vital, the whole committee is responsible for ensuring the financial viability and accountability of the service.

## **Ordinary committee members**

In addition to the roles of the office bearers, the committee will also have a number of other members who may or may not have delegated responsibilities. Ordinary committee members have a role in ratifying decisions and contributing to organisation improvement through ideas, physical assistance and fundraising activities.

## **CODE OF CONDUCT**

Management Committee members will:

- Commit themselves 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;
- Immediately disclose to the Management Committee any and all impending conflicts of interest. This includes the disclosure of their involvement with other organisations or companies that currently do business or may do business with the organisation. That member shall absent themselves 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;
- Management Committee members will:
  - Keep all information obtained confidential
  - Not use information for personal gain, or use it to harm the association

## **Conflict of Interest**

If a Management Committee member is aware of a conflict of interest in relation to themselves they must;

- disclose the conflict of interest to the Management Committee, and
- refrain from participating in discussions relating to the issue, and
- not participate in any vote or decision-making relating to the matter.

## **Extra Confidentiality Requirements**

As a member of the Management Committee, there will be times when items to be discussed are of a highly sensitive and confidential matter. Management Committee members will:

- Understand the importance of keeping all information obtained confidential
- Not use information for personal gain
- Maintain the confidentiality of children, families and the committee at all times.

### **Sources**

Education and Care Services National Law and Regulations 2021

The NSW Department of Education

Australian Children's Education and Care Quality Authority (ACECQA)

NSW Fair Trading

Fair Work Commission Australia

Community Connections Solutions Australia (CCSA)

### **This policy is linked to**

Philosophy

Responsible Person Policy

**Please refer to these policies:**

- Responsible Person