



Approved by board on: 20th September 2023
Scheduled review date: 20th September 2025

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 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 early education.

Managing for quality requires a wide range of skills and a thorough understanding of the early education system, including standards and effective practice. Approved providers and the Nominated Supervisor must work in partnership to meet the expectations of a wide range of stakeholders.

Goals

For the Preschool to have smooth and orderly management. To have clear roles and an organised structure of Preschool.

We are committed to ensuring good governance and accountability to 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.

Policy

The management of our Preschool is overseen by the Management Committee. The Management Committee is accountable to members for the performance of the organisation

The Management Committee has overall responsibility to members for the sustainability and relevance of the preschool. The committee and management will direct its activities towards achieving the organisation's goals and implementing the organisation's vision and goals 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 Preschool Strategic Plan.

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 Preschool members, employees and families and children

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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 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.

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
- Update these policies on a regular basis
- 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
- Ensure that the organisation's constitution is followed at all times
- Ensure that the constitution is reviewed regularly
- Ensure that each new member of the Board/Management, and Committee is provided with a copy of the organisation's constitution and other relevant documents

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 directors, 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/Co-ordinator/ Manager/Nominated Supervisor.

In discharging its powers, each Director/Management Committee member will be bound by the Associations Act/Corporations Act, the Constitution and all policies of the organisation. The Board's/Management Committee's authority includes:

- Overseeing the organisation including its control and accountability systems
- Appointing and removing the Director/Co-ordinator/Manager/Nominated Supervisor
- Ratifying the appointment of all staff members
- Developing organisational strategy and performance objectives

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- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance
- Monitoring the Director's/Co-ordinator's/Nominated Supervisor/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
- 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/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
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice

Code of Conduct

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

All Approved Providers are to be provided the following information when they initially become members. This will include:

- Community Services Personal Information Form
- The Working with Children Check
- The Management Committee Agreement

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- Forbes Preschool Strategic Plan
- Management Structure
- Constitution
- Audited report for the year ended

The Approved Providers are responsible for developing vision and setting the objectives of Preschool in consultation with the Nominated Supervisor. Roles include:

- Ensure effectiveness and future viability of the Preschool
- Approve policies
- The committee is ultimately accountable to the overall organisation itself.
- As committee members are elected to their positions to act on behalf of the Preschool, they have a fiduciary responsibility.

Related Documents

Code of Conduct

Forbes Preschool Governance Structure

The Code of Conduct

The Confidentiality Policy