

GOVERNANCE POLICY

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service.

The Service's Governance Committee (the Committee) is responsible for guiding the direction of the Service, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality Service.
7.1.1	Service philosophy and purposes	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.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process In place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators and the Service Leadership team's performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
55	Quality Improvement Plans
73	Educational program
74	Record of child assessments or evaluations for delivery of educational program
168	Education and care Services must have policies and procedures

170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

RELATED POLICIES

Child Safe Environment Policy Code of Conduct Policy Family Communication Policy Grievance Policy Privacy and Confidentiality Policy	Record Keeping and Retention Policy Social Media Policy Staffing Arrangements Policy Work Health & Safety Policy Writing and reviewing and Maintaining Policies
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PURPOSE

Our Service aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

The Committee is committed to providing strong governance through Committee Members who are aware of their roles and responsibilities to the Service, children, families, educators and the community. Committee Members will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service's philosophy.

SCOPE

This policy applies to the Committee, the leadership team, educators and families of the Service.

IMPLEMENTATION

Governance is the process that directs and controls our Service, ensuring accountability, and supporting decision making.

The Approved Provider (Gosford Pre-School Inc. Committee) and Nominated Supervisor of the Service accept the legal responsibilities associated with establishing, administering, and maintaining the Service. Our Service has the following established positions:

Approved Provider	[Name]
Nominated Supervisor	[Name]
Educational Leader	[Name]
Responsible Persons	[Name]
Room Leaders	[Name]

The Committee provides our stakeholders, i.e. families, community members and educators with the opportunity to have a say in the operation of the Service. This process includes, but is not limited to, consultation in regard to proposed policies and procedures.

The Committee is elected each year at our Annual General Meeting (AGM) by the members of the Gosford Pre-School Inc. Association. The Members of the Committee include:

- Office bearers - President, Vice President, Secretary, Treasurer
- Up to five (5) additional Committee Members
- The Director attends Committee Meetings by invitation.

The Committee has an overall responsibility for the sustainability and relevance of the Service.

FUNCTIONS OF THE COMMITTEE

The Committee sets the strategic direction of the Service and is responsible for the overall operation of the Service.

Principally, the Committee has the following functions and Committee Members contribute to one or more of these functions, depending on their interests and skills:

- Finance: day to day finances, administration issues, general organisation; annual budget, financial statements; legal requirements; insurance policies; reporting requirements to Government bodies; fundraising
- Communication: Publicity and public relations, keeping the Service's community informed of Committee decisions, new policies, events, etc.
- Future planning: Receiving regular reports on the Service's Quality Improvement Plan (QIP) and the Professional Development Plan for Service staff
- Policy development: Ensuring regular reviews and updates of the Service's policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor and in consultation with educators and families
- Reputation: Ensuring the reputation of the Service is protected
- Financial Viability: Ensuring the on-going financial viability of the Service.

IN RELATION TO THE SERVICE

- Committee members must ensure they take their role and responsibilities seriously
- All members must adhere to the Service's *Code of Conduct* and *Privacy and Confidentiality Policy*
- All members of the Committee must have a valid Working with Children Check/Vulnerable Person check and Criminal History check (where relevant)
- Each new Committee Member will receive an induction as per the *Committee Member Induction Checklist* (see: *Appendix 1*)
- The Committee will be involved, in conjunction with families and Educators, in the review process for all policies and procedures
- Written information regarding the Service's management structure will be available to families at all times
- Whilst the Nominated Supervisor is responsible for the day to day running of the Service, it is to be in accordance with the decisions of the Committee providing they comply with all regulations and standards

THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:

- Adhering to the Education and Care Services National Law and National Regulations
- Developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of the Service's expectations
- Undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the Service
- Ensuring that actions taken, and decisions made are clear and consistent and will help build confidence in all stakeholders

- The day-to-day management of the Service
- The effectiveness of the Service's well-defined partnership between the Committee and the Nominated Supervisor. The partnership requires clear understanding of roles and responsibilities, and regular and open communication
- Producing outcomes together with educators. Educators must agree on their responsibilities and work according to current policies and procedures
- Providing educators with training, resources and support
- Identifying and reporting if something significant occurs (for example: Work Health and Safety; Fraud Prevention; Complaint handling)
- Identifying work required for completion and delegate to the appropriate educator
- Ensuring educators do not delegate responsibilities for which they are accountable or have been delegated to them by the Leadership team
- Delegate all tasks in writing with a clear due date
- Ensuring that the complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult these regularly.
- Ensuring educators are adhering to Service policies and procedures.

SERVICE PHILOSOPHY

- The development and review of the philosophy and policies will be a continuous process on an annual basis or when required.
- The philosophy and associated statement of purpose will reinforce all other documentation and the practices of the Service. The philosophy will reflect the principles of the approved national framework "*Belonging, Being and Becoming: The Early Years Learning Framework for Australia*"
- There will be a collaborative and consultative process to support the development and maintenance of the philosophy that will include children, parents and educators.

CODE OF CONDUCT

The standards of behaviour outlined in our *Code of Conduct Policy* provide guidance for all staff to make personal and ethical decisions related to confidentiality, recruitment, duty of care, record keeping, professional relationships and appropriate use of resources within the Service.

CONFIDENTIALITY

All members of the Committee along with the Nominated Supervisor, Responsible Person, and educators who gain access to confidential information, whether in the course of their work or otherwise, shall not disclose information to anyone unless the disclosure of such information is required by law and will respect the confidentiality of all documents and meetings that occur.

This also includes:

- using information acquired for their personal or financial benefit, or for the benefit of any other person.
- permitting any unauthorised person to inspect or have access to any confidential documents or other information.
- any information received or transmitted via mobile telephone (including text/SMS) or any other electronic device (e.g. email) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.

This obligation, placed on a Member of the Committee, Nominated Supervisor, Responsible Person and educators, shall continue even after the individual has completed their term and is no longer on the Committee or employed by the Service.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Committee.

ETHICAL DECISION-MAKING

Our Service will make decisions which are consistent with our policies and procedures and that work in conjunction with the Education and Care Services National Law and National Regulations, our approved learning framework (EYLF), and the ethical standards within the Educational Care Australia's Code of Ethics.

REVIEW AND EVALUATION OF THE SERVICE

- Ongoing review and evaluation will support the continuing development of the Service. We will ensure that the evaluation involves all stakeholders
- The development of a Quality Improvement Plan (QIP) will form part of the reflection procedure. Reflection on what works within the Service and what needs additional development will be included in the QIP.

MAINTENANCE OF RECORDS

- The Service will adhere to record keeping requirements outlined in the National Regulations (177).
- The Service will adhere to the storage of confidential records outlined in the National Regulations (181-184).
- The Service has a responsibility to keep sufficient records about staff, families, and children in order to operate dependably and lawfully.
- The Service will safeguard the interests of all children, their families, and the staff, using procedures to ensure appropriate privacy and confidentiality practices are upheld.
- The Committee assists in determining the process, storage location, and time line for storage of records, using the National Regulations as a minimum standard.
- The Service's orientation and induction processes will include the provision of significant information to managers, educators, children, and families to comply with National Regulations and Standards.
- The Approved Provider will ensure that the record retention procedure meets the requirements of the following government departments and laws:
 - Australian Tax Office (ATO)
 - Family Assistance Office (FAO)
 - Family Assistance Law
 - National Law and Regulations
 - Fair Work Commission

MANAGING CONFLICTS OF INTEREST

- Conflict of interest, whether actual, potential or perceived, must be declared by all members of the Committee and Nominated Supervisor/Leadership Team and managed effectively to ensure integrity.
- Every stakeholder that is in a position of management has a responsibility to ensure their transactions, external business interests and relationships will not cause potential conflicts and to make such disclosures in a timely manner as they arise.
- The Committee manages potential conflicts of interest in the following manner
 1. All Committee Members are asked to advise of any potential conflict of interest prior to the commencement of each Committee Meeting.
 2. A Committee Member may also wish to advise the President of a potential conflict of interest prior to a meeting but after receipt of the Agenda.
 3. The Member with a conflict of interest is excused during that part of the meeting where the matter is being discussed and does not participate in any decisions made on that particular matter.
 4. The Member concerned must provide the Committee with any and all relevant information they possess on the particular matter.
 5. The minutes of the meeting will always reflect that the conflict of interest was disclosed, and appropriate processes followed to manage the conflict.

6. A Conflict of Interest disclosure statement is completed by each Member of the Committee upon his or her appointment. If the information in this statement changes during the year, the Member shall disclose the change to the President of the Committee and revise the disclosure statement accordingly.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
Australian Children's Education & Care Quality Authority. *Compliance Guide Approved Provider* (2017)
<https://www.acecqa.gov.au/sites/default/files/2019-06/FDC-ComplianceGuide-ApprovedProvider.pdf>
Australian Government. Department of Education. *Child Care Provider Handbook*. (2019).
<https://www.education.gov.au/child-care-provider-handbook-0>
Belonging, Being and Becoming: The Early Years Learning Framework for Australia.
Community Early Learning Australia
Early Childhood Australia Code of Ethics. (2016).
Early Learning Association Australia (ELLA) *Employee management and development kit* (2014)
<https://elaa.org.au/resources/free-resources/employee-management-development-kit/>
Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
Guide to the National Quality Framework. (2018). (Amended 2020).
Revised National Quality Standard. (2018).
Work Health and Safety Act 2011 (Cth).

Appendix 1:

NEW COMMITTEE MEMBER INDUCTION CHECKLIST

The following information has been explained to new Committee member/s:

- the history of the Service
- the role of Committee and its authority within the Service
- the structure of the Committee (e.g. positions held)
- Committee members' roles and duties
- new member's role and duties
- the legal structure of the Committee
- legal obligations and liabilities of the Committee
- financial status and spending plans
- current and upcoming projects
- current issues (if applicable)
- current sub-committees operating

The new member has:

- been introduced to the Service Leadership Team
- been introduced to other Committee Members
- had a tour of the Service (if unfamiliar)
- been provided with a mentor
- signed and returned the Charter of Duties; Committee Member Responsibilities; Conflict of Interest, Confidentiality Declaration; Declaration of Fitness & Propriety (ACECQA Pao2 Form).

The new member has received:

- rules or constitution of the Association
- documented committee policies and procedures
- a document stating the roles, duties, and responsibilities of the position
- a list of current committee members and their contact details
- a schedule of upcoming meetings (date, time, and venue)
- minutes of previous meetings
- last annual report

In relation to the Service, the new member has received or has access to:

- the Service philosophy
- policies and procedures
- Belonging, Being and Becoming*: EYLF (Early Years Learning Framework)

MEMBER NAME			
MENTOR NAME			
INDUCTION PROCESS CARRIED OUT BY		SIGNATURE	
<p>I _____, confirm that I have undertaken the new committee member induction for Gosford Pre-School and understood the information provided to me.</p> <p>I have received all documentation as per the Induction Checklist.</p> <p>I understand it is my duty to:</p> <ul style="list-style-type: none"> • Act in good faith and for proper purpose • Act with care, skill, and diligence in the interests of Gosford Pre-School and its community • Not dishonestly use position or information for personal use, and • Avoid conflicts of interest. <p>Member's signature: _____ Date: _____</p>			