



Goulburn Pre-School

Governance and Management

Quality Area 7: Leadership and Service Management

Date Adopted

May 2015

Review Date

May 2017

Relevant Legislation & Standards

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National regulations 2011:168 (2)

NSW Association Incorporation Act 2009

National Quality Standard: 7.3

Aim / Policy Statement

Goulburn Pre-School is a community based not-for-profit organisation under a Management Committee structure. Our Association is Incorporated and recognises the importance of having a framework of rules, systems and processes to support good governance. Effective and well structured governance and management is essential to the provision of quality education and care.

Goals

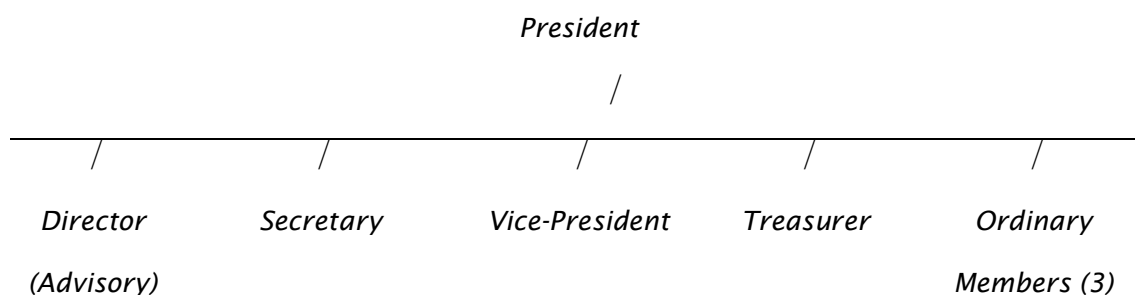
Our Pre-School is committed to supporting good governance and accountability within the management structure by:

- Conducting our association legally, ethically and with integrity;
- Completing and ensuring compliance with funding, regulatory and legislated requirements;
- Ensuring sound financial planning and management to ensure long term viability for the service;
- Managing legal obligations and requirements;
- Ensuring processes are in place for fair and transparent governance and management.

Structure, Roles and Responsibilities

The Structure of the Management Committee

The Management Committee consists of (7) seven elected members. They are the office bearers being President, Vice President, Secretary and Treasurer together with (3) three ordinary Committee Members. The Pre-School Director (Nominated Supervisor) is an advisory member of the Management Committee with no voting rights.



The Management Committee as Goulburn Pre-School Association Inc is the **Approved Provider** of Goulburn Pre-School and assumes the responsibility for meeting the legislated requirements.

The **President** is the key contact for the Management Committee and is responsible for ensuring all members of the Management Committee understand their roles and responsibilities and perform satisfactorily in their elected role. It is also the responsibility of the President to run meetings within the appropriate guidelines and in accordance with the Goulburn Pre-School Constitution. The President is a holder of the AUSKey.

The **Vice President** is the member of the Management Committee nominated as the **Public Officer** of the Association and listed with NSW Fair Trading for all communication. The **Vice President** is the nominated contact with CCSA and other peak organisations and fills the role of the President in the event of the President's absence.

The **Secretary** is responsible for the maintenance of documentation and records relating to the governance and management of Goulburn Pre-School Association Inc. The Secretary is supported by the Clerical Officer and Director of the Pre-School to ensure all records and documentation is completed and retained as required.

The **Treasurer** is responsible for overseeing the financial management of Goulburn Pre-School Association. The Treasurer works collaboratively with the Director and Clerical Officer of the Pre-School as well as the Association's nominated Accountant. The Treasurer is required to present a Profit and Loss (P & L) report at each Management Committee meeting to reflect the current financial position of the Pre-School. The audited Financials are to be presented at the Annual General Meeting (AGM) in February each year. The Treasurer is a signatory on the Association's Financial Accounts and has access to the online banking facility.

The **Ordinary Committee Members** fill the roles of Publicity Officer, Fundraising and Grounds and Maintenance and form a supportive role to the executive members. They fill the roles of chairperson of any sub-committees developed in their designated areas.

The Role of the Management Committee

Goulburn Pre-School Association Inc Management Committee will:

- Fulfil the requirements as the Approved Provider;
- Meet the requirements of the appropriate funding agreements;
- Ensure appropriate employment provisions, wages and conditions under the relevant awards as Employers;
- Work within the requirements of the Association Incorporation Act and as Registered Charity.

Specifically this will include:

1. Suitably qualified staff are recruited and employed and are provided opportunity for supported professional development. Wages must be in accordance with relevant award or agreements and that grievances are quickly and fairly resolved.

2. Ongoing quality improvement for Goulburn Pre-School are developed and reviewed in consultation with key stakeholders. This will include operation areas, maintenance and financial management.
3. An annual budget is developed in collaboration with the Director and Clerical Officer in accordance with the financial aims and plans of the Association. The audited Financial Statements are to be presented at the Annual General Meeting in February each year for the Association members and provided to the funding bodies as required for funding accountability.
4. Required and suitable insurance policies are maintained and kept up to date. Regular review through our insurance broker will ensure the insurances are relevant and appropriate to our service structure.
5. Information and reporting requirements are completed and presented to the relevant organisations as required and within acceptable time frames.
6. Sub-committees are established as required and their function is clearly defined. The sub-committee is monitored and required to report on their work and progress.
7. Members of the Association are actively encouraged to participate in our Pre-School community activities including social and family events, involvement in the program, fundraising, working bees and other identified areas.
8. Professional members from the community who have indicated their support for our Pre-School should be invited to be involved. This may include roles as Honorary Solicitor, Accountant, Politicians and representatives from peak organisations.

Conducting Committee Meetings

There are two ordinary committee meetings held each term in weeks 3 and 8. Dates of the meeting may be altered to fit with end of month financial reporting or where a quorum of three (3) Committee Members cannot be achieved. Meetings are NOT to go over a time period of three hours.

For each meeting there shall be:

- An agenda with proposed items to be presented;
- Profit and Loss statement and Treasurer's Report for the past reporting month;
- Correspondence to and from the Association;
- New applications for membership to the Association;
- Director's Report and
- Background information or reports relevant to any other agenda item.

The President is the Chair of the meeting and will ensure the meeting is conducted in an appropriate and professional manner.

Any meeting of a sub-committee should be conducted appropriately with an agenda and minutes recorded for reporting purposes.

Annual General Meeting

The Annual General Meeting (AGM) is held within 12 weeks from the end of the Association's financial year (usually the last week of February). A report will be tabled from the President, the Director, the Treasurer and the sub-committee in their elected area. After the reports are presented, the independent chair of the meeting declares positions vacant and will seek nominations and elections for positions in accordance with Goulburn Pre-School Constitution.

After the AGM the following actions must be implemented:

- Induction process with the Director of the Pre-School to understand roles and expectations;
- Completion of appropriate forms to notify change to the Approved Provider of Goulburn Pre-School to ACECQA on the appropriate forms (access via <http://www.acecqa.gov.au>)

- Elected Committee Members to complete Criminal Check and ACECQA forms (<http://www.acecqa.gov.au/>) and to be submitted within 14 days of the AGM.
- A list of the new Management Committee members is to be posted for families the following day at Goulburn Pre-School.
- Form 12 to be lodged with *NSW Fair Trading* with Audited Financial Statements. Notice to change Public Officer to be advised where there is a change of Vice President.
- Minutes and reports from the AGM are to be available to all members.
- Financial reporting to DEC to be completed to DEC through EECMS.

Special General Meeting

A Special General Meeting can be convened at any time by the Management Committee or by written request of 5% of Association Members. The purpose of a Special General Meeting is to be clearly sent out in advance to all financial members.

Code of Conduct

The members of the Management Committee will:

- Commit to fulfilling their role in an ethical, professional and lawful manner, including proper use of authority and professionalism when acting in the capacity of their elected role;
- Demonstrate clear loyalty and respect when acting as a Committee Member;
- Avoid conflicts of interest in respect to their role and notify other committee member of any potential area of conflict to allow them to be absented from a decision making role;
- To respect and ensure the confidentiality is maintained at all times in relation to any sensitive issues or personal information;
- To not use information of the Association for personal gain or benefit.

Evaluation

This policy will be revised every 2 years or where there are changes to relevant legislation.

Resources and Attachments

- Goulburn Pre-School Association Inc Constitution
- Goulburn Pre-School Management Committee Induction Handbook
- <http://www.acecqa.gov.au>
- CCSA – Management Committee Training
- Community Child Care Co operative