



Periwinkle

PRESCHOOL

for Rudolf Steiner
early childhood education

Governance and management

Introduction

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Periwinkle 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.

Goals

Periwinkle Preschool is committed to ensuring good governance and accountability to its 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.
- Engaging members of the preschool community in consultation, evaluation and review of operations in accordance with the Constitution.

Strategies

Roles and Responsibilities

Management

Overall responsibility for the governance and management of Periwinkle is assumed by the Periwinkle Management Committee. The Committee is accountable to members for the sustainability and relevance of the service.

Management Committee Role

The Management Committee has overall responsibility and is accountable to members for the sustainability and relevance of the service. The Periwinkle Management Committee will direct its activities towards achieving Periwinkle's goals and implementing the organisation's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs



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in line with the objects as set out in the organisation's constitution and in line with Periwinkle's philosophy. In carrying out its responsibilities, the Periwinkle Management Committee undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children 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 Periwinkle Management Committee is the employer of all staff of the centre 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.

Policies

The Periwinkle 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; and
- Update these policies on a regular basis.

Compliance Measures

The Periwinkle Management Committee will:

- Ensure that mechanisms are in place such as compliance tools and a compliance calendar to assist them to assess that Periwinkle's policies are implemented; and
- Prepare a sample service summary sheet for new committee members [see page 59 of CELA's So Now You are On the Committee for a sample service summary sheet].

Constitution

The Periwinkle Management Committee will:

- Ensure that the organisation's constitution/articles of association are followed at all times;
- Ensure that the constitution is reviewed at least every three years;
- Ensure that each new member of the Management Committee is provided with a copy of the organisation's constitution and Quality Improvement Plan on their appointment to Management Committee.

Board/Management Committee Powers

The Periwinkle Management Committee sets the strategic direction and monitors performance of the organisation. The Management Committee will provide effective



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governance to ensure excellent overall management of the organisation's business and financial objectives.

In addition, the Periwinkle Management Committee members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to the Periwinkle Director.

The Periwinkle Management Committee delegates the responsibility of implementing the strategic plan and day-to-day management of the centre to the Periwinkle Director.

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 Periwinkle 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;
- 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; and
- Approving and monitoring the progress of major capital expenditure.

Risk Management

The Management Committee will:

- Ensure the centre 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;
- Demonstrate achievement of this through accessible meeting minutes and Management Committee self assessments;
- Assist Committee members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice.



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Code of Conduct

The 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 preschool 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; and
- Respect and maintain the confidentiality appropriate to issues of a sensitive nature.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

This policy links to Confidentiality of Records policy

Related Legislation

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations: Regulations 168(2)



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- NSW Association Incorporation Act 2009

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area &: Governance and Leadership – Standard 7.1