



Periwinkle

PRESCHOOL

for Rudolf Steiner
early childhood education

Governance and Management
Quality Area 7: Governance and Leadership

Governance and 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.

Periwinkle Management Committee directs its activities towards achieving Periwinkle's goals and implementing Periwinkle's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's constitution and in line with the Periwinkle philosophy.

In carrying out its responsibilities, the Periwinkle Management Committee undertakes to maximise the value and contribution of Periwinkle to the community, and to serve the interests of the preschools 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 Preschool and members 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 Application) Act 2010 and the Education and Care Services National Regulations.

The Periwinkle Management Committee:

- sets the strategic direction and monitors performance of the organisation
- provides effective governance to ensure excellent overall management of the organisation's business and financial objectives
- delegates the responsibility of implementing the strategic plan and day-to-day management of the Centre to the Periwinkle Director
- in discharging the powers of the Committee, each Management Committee member is bound by the Associations Act/Corporations Act, the Constitution and all policies of the organisation.



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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 Centre director.

The Management Committee's authority includes:

- overseeing the organisation including its control and accountability systems
- appoints and removing the Director;
- 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 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.

The goals of the Periwinkle Management Committee in respect to the governance and management of the Centre are to:

- engage members of the preschool community in consultation, evaluation and review operate in accordance with the Constitution
- conduct our affairs legally, ethically and with integrity, ensuring compliant with all funding, regulatory and legislative requirements placed on the organisation
- 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
- Remaining solvent and comply with all our financial obligations.

Responsibilities:

Compliance

The Periwinkle Management Committee:

- develops mechanisms such as compliance tools and a compliance calendar to assist implementation of Periwinkle policies.
- 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]



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Constitution

The Periwinkle Management Committee:

- ensures that the organisation's constitution is followed at all times
- ensures that the constitution is reviewed at least every three years; and
- provides 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 the Management Committee.

Policies

The Periwinkle Management Committee:

- ensures that a comprehensive set of policies are in place as required under relevant Education and Care Service Regulations and other Regulations and laws
- ensures that these policies comply with relevant legislation; and
- updates Periwinkle policies on a regular basis.

Risk management

The Periwinkle Management Committee:

ensures that 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
- demonstrates achievement of this through accessible meeting minutes and Management Committee self -assessments
- assists Committee members to receive ongoing support and professional development in the implementation of effective and evidence-based governance practice.

Code of Conduct

Periwinkle Management Committee members:

- commits themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum
- demonstrate un-conflicted loyalty to the interests of the Centre
- 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 Board/Management Committee any and all impending conflicts of interest. Members with potential conflicts shall



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absent themselves without comment from deliberation and final decision-making on matters related to the conflict

- do not use information exclusive to Management Committee members for personal gain and respect the confidentiality of all information obtained during meetings or through their role
- maintain confidentiality in respect to sensitive issues and information.

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 2011: Regulations 168(2)
- NSW Association Incorporation Act 2

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 7: Governance and Leadership - Standard 7.1