

# MANAGEMENT COMMITTEE (GOVERNING COUNCIL) POLICY

The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Service. When they are involved in decision-making processes, families and the community are more likely to understand the scope of the Service's organisation and activities, local issues and priorities, policies and procedures and assist in the continual improvement of the quality of education and care provided to children within 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.

## RELATED POLICIES

Code of Conduct Policy Confidentiality Policy Grievance Policy Family Communication Policy Child Safe Environment Policy Work Health & Safety Policy	Governance Policy Social Media Policy Writing and Reviewing and Maintaining Policies Staffing Arrangements Policy
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## PURPOSE

We are committed to providing a strong Management Committee team who are aware of their roles and responsibilities to the Service, children, families, educators, and community. The Management Committee will adhere to Education and Care Services National Law and Regulations and the National Quality Standard, ensuring positive working relationships are formed. The Management Committee 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 management, educators, and families of the Service.

## IMPLEMENTATION

A Management Committee provides a means to give families a say in what happens within our Service. We believe in providing families with the opportunity to work in partnerships with our management team to assist in making decisions about how our Service is operating, including policy review and practice which is reflective of our Service's philosophy.

The Management Committee is elected each year at our Annual General Meeting (AGM). The members of the committee include: Executive Committee (Chairperson, Deputy Chairperson, Treasurer, and Secretary), Approved Provider, Nominated Supervisor, Director, parent representatives, and one staff representative. When parents nominate to go on the Management Committee they are agreeing to join both the Roxby Downs Children's Centre and Roxby Downs Child Care Centre Governing Council.

The Management Committee has an overall responsibility for the sustainability and relevance of the Service. The Committee provides effective governance to support the operation of our quality education and care Service and actively supports families to meaningfully engage with the Service philosophy, policies and procedures and provide feedback to ensure continual improvement.

## 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 Confidentiality Policy
- all members of the Management Committee must have a valid Working with Children Check/Vulnerable Person check or Criminal History check (where relevant) as well as a Responding to Abuse and Neglect certificate (volunteers)
- each new Committee member will receive an induction as per the *New committee member induction checklist*
- Service management will email details of Committee meeting schedules, agendas, and minutes to all families who request this information.
- the Management Committee will be involved in conjunction with families and Educators in the development and review process for all policies and procedures
- the Management Committee will reflect upon and provide feedback on the Quality Improvement Plan (QIP) documenting continuous improvement
- the Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner
- the Service management will encourage family participation in the Management Committee to represent the family body of the Service
- 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 Management Committee providing they comply with all regulations and standards
- the members of the Management Committee, (other than the Nominated Supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
- all families are encouraged to attend the Management Committee meetings and may vote on motions
- Meetings are held monthly on the first Tuesday of the month from 7:00pm to 8:30pm.
- a copy of the minutes of Management Committee meetings is available to all families on the notice board in the foyer
- notices and agendas of forthcoming meetings are posted on the notice board
- families may request minutes, meeting schedules, and/or agendas to be emailed if more convenient
- the Management Committee will be made aware of the Service's grievance policy and procedure.

## FUNCTIONS OF THE MANAGEMENT COMMITTEE

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

Essentially, the Management Committee has four vital 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, employee duties, general organisation; annual budget, financial statements; legal requirements; insurance policies; reporting requirements to Government bodies- (CCS); fundraising
- **Communication:** Publicity and public relations, keeping the Service's community informed of Committee decisions, new policies, events, etc.
- **Future planning:** Being actively involved in the Service's Quality Improvement Plan (QIP) and the Professional Development Plan for Service staff.
- **Policy development:** Formulating and updating the Service's policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor, staff, and families.

The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult these regularly.

### SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

Community Early Learning Australia

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Regulations. (2011).

Education and Care Services National Law Act 2010. (Amended 2018).

Guide to the National Quality Standard. (2017).

Network of Community Activities <http://networkofcommunityactivities.org.au/management-matters-management-committees/>

Revised National Quality Standard. (2018).

### REVIEW

POLICY REVIEWED	DEEMBER 2019	NEXT REVIEW DATE	DECEMBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Additional inclusions in purpose of policy</li> <li>• Related policies added</li> <li>• Working With Children Check inclusion</li> <li>• additional points added to sections</li> </ul>		
POLICY REVIEWED	DECEMBER 2018	NEXT REVIEW DATE	DECEMBER 2019
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Reference to existing <i>Management committee induction checklist</i> incorporated.</li> <li>• Additional information added to points.</li> </ul>		
POLICY REVIEWED	DECEMBER 2018	NEXT REVIEW DATE	DECEMBER 2019
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Updated references to comply with the revised National Quality Standard</li> </ul>		DECEMBER 2018
SEPTEMBER 2017	<ul style="list-style-type: none"> <li>• Minor changes made to policy</li> </ul>		DECEMBER 2018
NOVEMBER 2016	<ul style="list-style-type: none"> <li>• New Format created and policy created</li> </ul>		SEPTEMBER 2017