



Governance and Management of the Service Policy (LSM 5)

Policy Rationale

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

The management of Cooks Hill Preschool is overseen by the Management Committee, whilst the Nominated Supervisor manages the day-to-day elements of running the Preschool.

Strategies, Practices and Procedures

- The committee makes all major legal, financial, employment, planning and policy making decisions.
- Committee members are provided with a Management Committee Resource Book from CCSA each year.
- Management Committee positions will be elected at our AGM.
- The Preschool is managed on a day-to-day basis by the Nominated Supervisor who is responsible for the supervision of staff. If the Nominated Supervisor is not on the premises, the Certified Supervisor is responsible for the day-to day activities.
- Cooks Hill Preschool is not-for-profit; meaning that any surplus funds are reinvested in the service. The committee ensures appropriate funds are available to carry out Preschool functions. This may require fundraising to occur.
- Community-based services allow the families using the service to have input into the decision-making processes of the organisation.
- Community-based services strive to build a strong partnership between the children, their families and the local community.

- The incorporated organisation is responsible for;
 - Being the licensee of the service
 - Being the employer of staff
 - Sustaining itself
 - Accepting and acquitting any funding received
 - Compliance with legislation and laws that affect its operations.

- This does not mean the management must undertake these actions; just that they are responsible for ensuring they occur.

- All committee members have access to the rules of the organisation or the Constitution, as they are kept on the premises.

- The Executive Committee consists of ;
 - President
 - Vice President
 - Secretary
 - Treasurer
 - General Committee Members.

- To ensure good governance is in place, the service needs to have policies, compliance measures and a compliance calendar in place.

- Management Committee members need to know;
 - What decisions are needed
 - The advantages/disadvantages of any options
 - When they need to make the decision by
 - What decisions have already been made
 - What decisions have been implemented
 - What are the outcomes of those decisions made.
 - Each management committee member has a contribution to make in order to achieve effective meetings and decisions.

- Committee members are provided with a copy of the meeting minutes, and they are kept on the premises.

Information sourced in "So Now You are on the Committee", published by Community Child Care Co-Operative.2010

Links to Legislation & National Quality Standards

- Education and Care Services National Regulations 2011: 168, 170, 171, 172
- Guide to the National Quality Standard ACECQA (2011): 7.1, 7.2.

Links to other Policies

- Enrolment Policy (CPFC 3)

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