# **GOVERNANCE AND MANAGEMENT POLICY**

## POLICY STATEMENT:

Our service is committed to delivering quality education and care while complying with legal requirements and recognised best practices in service management. Governance arrangements will be established as per Quality Area 7.1, ensuring ongoing review, evaluation, and transparent information sharing with stakeholders. The constitution will serve as the governing document, addressing legal aspects. Governance and management will be aligned with the service philosophy and policies, fostering a high level of accountability.

## PROCEDURES:

Governance Responsibilities

The Approved Provider's responsibilities include:

1. Ensuring compliance with service's objectives, constitution, and values.

2. Establishing organisational policies, plans, and budgets.

3. Approving strategic initiatives and reviewing Macgregor Primary Outside School Hours Care's direction.

4. Monitoring regulatory compliance and relevant laws.

5. Maintaining financial control and performance.

6. Reviewing and approving financial statements and reports.

7. Implementing a framework of delegation and internal control.

8. Selecting, evaluating, and managing staff.

9. Managing risks and conflicts within the organisation.

10. Overseeing dispute management.

Nominated Supervisor's Role

The Nominated Supervisor's responsibilities include:

1. Implementing organisational strategies.

2. Recommending staff appointments and evaluations.

3. Contributing to the annual budget and day-to-day operations.

4. Maintaining a risk management framework.

5. Reporting developments impacting the organisation's performance.

Philosophy and Policies:

* The philosophy and policies will be continually developed and reviewed.
* The philosophy aligns with the "My Time, Our Place" framework and involves collaboration with children, families, and Educators.
* The Management Committee as Approved Provider will ratify the Philosophy and policies.
* Dated documents with review dates will be maintained, ensuring clarity and accountability.

Financial Management:

- Approved Provider oversees the budget and ensures responsible financial practices.

- Budget planning is conducted annually in line with business planning.

- Financial reports are presented regularly to the Management Committee.

Facilities and Environment:

- Regulations 103–115 for the physical environment are adhered to.

- Work, Health, and Safety implications are considered for site arrangements and educators' practices.

Equipment and Maintenance:

- Well-maintained equipment and furniture meeting children's needs are provided.

Review and Evaluation:

- Ongoing review and evaluation involve stakeholders, including families, children, and educators.

- Quality Improvement Plan (QIP) is developed, reflecting strengths and areas for development.

Confidentiality:

- All Management Committee members maintain confidentiality.

Maintenance of Records:

- Records are kept operating responsibly and protect interests of children, families, and staff.

- Clear guidelines on record access are provided.

Work, Health and Safety:

- Policies address workplace safety, complementing service-specific requirements.

- Nominated Supervisor reports Work, Health and Safety issues to the Management Committee.

**Citations:**

- Education and Care Services National Regulations

- National Quality Standard

- Service policies/documentation

- Other regulations and acts as applicable

**------------------------------------------------- END DOCUMENT -----------------------------------------------**