

GOVERNANCE AND MANAGEMENT OF SERVICE USER GUIDE

OVERVIEW

This userguide covers the roles and responsibilities of the people involved in site governance and management including the Governing Council and Leadership. For day-to-day management, see the 'Determining the Responsible Person Present' user guide.

INSTRUCTIONS

Governing Council will:

- Elect a parent/carer of a child attending the site as the chairperson of the Council.
- Ensure their practices follow the site's constitution and code of ethics.
- Submit any agenda items they wish to discuss at least one week before the Council meets.
- Follow communication pathways and grievance procedures if they wish to address an issue with an individual.
- Assist in developing the site's Quality Improvement Plan
- Make recommendations in allocating funds for resources and services when the budget is being drafted
- Discuss and approve plans for future directions of the site. All recommendations must conform with government policy, industrial agreements, DECD policy and direction and site decision making structures.
- Assist in policy review and approve new policies
- Monitor progress of site objectives including following the budget and working towards the outcomes in the Quality Improvement Plan.
- Meet eight times a year, including one Annual General Meeting where members of the council are elected.
- Keep minutes of each meeting to record decisions made.

Leadership will:

- Be responsible for the day-to-day management of the site and leading the educational program.
- Be responsible for bringing site updates to every meeting via a Finance Report and Director's report.
- Be responsible for compiling an Annual Report every year that shows the site and Council's achievements over the year. This will be presented at the Annual General Meeting every year.
- Oversee quality improvement and reporting to ACECQA, Education Standards Board and the Department for Education.
- Liaise with the site's Partnership group to ensure quality improvement strategies and goals align with other local sites.

Implemented: May 2014

Reviewed: May 2021

Next Review: May 2022