

## 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 day-to-day management of the site and leading the educational program.
- Be responsible for bringing site updates to every meeting via 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.
- Comply with Department for Education procedures when receiving funding from other Government entities or grants.
- Consult with the Governing Council and prepare procurement specification paperwork in line with the Department's requirements when purchasing medium-high cost items or services (over \$55,000 – under \$155,000).

**Implemented:** May 2014

**Reviewed:** November 2023

**Next Review:** November 2024