



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

GOVERNANCE AND MANAGEMENT

Date Approved: 27/2/13

Related Legislation

- Education and Care Services National Law Act 2010
 - Education and Care Services National Regulations:
 - NSW Association Incorporation Act 2009
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
Children (Education and Care Services) Supplementary Provisions Act 2011

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 7: Governance and Leadership - Standard 7.1

Resources/Useful Links

- Guide to the National Quality Framework (2018): www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf
- ACECQA Newsletter Issue 6 2018: Governance in education and care – www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-6-2018

This policy links to Confidentiality of records policy.

Introduction

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Jumbunna recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

Goals - What we are going to do?

To ensure our organisation has good governance and accountability we will:

- Conduct our affairs legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements
- Remain solvent and comply with all our financial obligations
- Identify organisational risks and legal obligations and managing these
- Ensure that mechanisms are in place for fair and transparent governance.

Strategies - How it will be done?

Roles and Responsibilities

Management

The management of Jumbunna is overseen by the Management Board. The Management Board of Directors is accountable to members for the performance of the organisation.

Management Board Role

The Management Board has overall responsibility to members for the sustainability and relevance of the service. The Management will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plan by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy.

In carrying out its responsibilities, the Management Board undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

The Management Board is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the *Children (Education and Care Services National Law Application) Act 2010* and the *Education and Care Services National Regulations*.

As Jumbunna Mobile Services is currently out of scope of the NQF they will comply with the Children (Education and Care) Supplementary Provisions Act 2011 and the Children (Education and Care Services) Supplementary Provisions Regulation 2004.

Policies

The Management Board will:

- Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with;
- Ensure that these policies comply with relevant legislation; and
- Update these policies on a regular basis.

Compliance Measures

The Management Board will:

- Ensure that mechanisms are in place such as compliance tools and a compliance calendar to assist them to assess that the organisation's policies are implemented; and
- Prepare a service summary sheet for new committee members

Constitution

The Management Board of the Association will:

- Ensure that the organisation's constitution/articles of association are followed at all times;
- Ensure that the constitution/articles of association are reviewed at least every three years; and
- Ensure that each new member of the Management Board is provided with a copy of the organisation's constitution and Quality Improvement Plan on their appointment to the Management Board.

Management Board Powers

The Management Board sets the strategic direction and monitors performance of the organisation. The Management Board will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives.

In addition, the Management Board members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to the General Manager.

The Management Board delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's General Manager.

In discharging its powers, each Management Board member will be bound by the Associations Act, the Constitution and all policies of the organisation.

The Board's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the General Manager;
- Ratifying the appointment of all staff members;
- Developing organisational strategy and performance objectives;
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance;
- Monitoring the General Manager's performance and implementation of strategy;
- Approving and monitoring financial and other reporting;
- Authorising appropriate delegations within the organisation;
- Ensuring appropriate resources are available to carry out the organisation's functions; and
- Approving and monitoring the progress of major capital expenditure.

Risk Management

The Management Board will:

- Ensure the organisation operates with and to a valid Constitution/Articles of Association and that all governance and management practices of the Management Board and staff align with the Constitution/Articles of Association;
- Demonstrate achievement of this through accessible meeting minutes and Management Board self assessments;
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence-based governance practice.

Code of Conduct

Management Board members will:

- Commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Management Board members;
- Demonstrate un-conflicted loyalty to the interests of Jumbunna when acting as a Management Board member;
- Avoid conflicts of interest with respect to their role;
- Annually disclose their involvement with other organisations or companies that currently do business or may do business with Jumbunna;

- Immediately disclose to the Management Board any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making;
- Not use information exclusive to Management Board members for personal gain and will respect the confidentiality of all information obtained during meetings or through their role; and
- Respect the confidentiality appropriate to issues of a sensitive nature.

Monitoring, Evaluation and Review

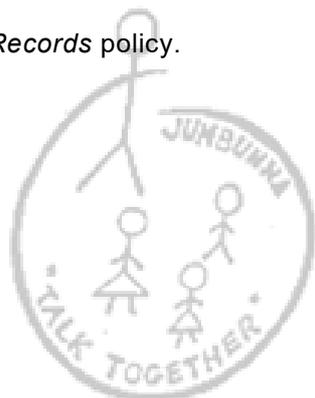
Jumbunna is recognised for effective governance management practices. Jumbunna's philosophy is adhered to, its goals are reached and it continues its quality improvement journey.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

This policy links to *Confidentiality of Records* policy.



DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Governance & Management	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		

