

Governance and Management of the Preschool

NQS 7.1 Governance supports the operation of a quality service

NQS 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service

NQS 7.1.3 Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

NQS 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community

NQS 7.2.1 There is an effective self-assessment and quality improvement process In place.

Introduction

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

Glenaeon Preschool 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.

The Glenaeon School Council sets the strategic direction and monitors performance of the organisation. They have overall responsibility to members for the sustainability and relevance of the service.

Glenaeon Rudolf Steiner School Ltd is a not for profit company: the Directors of that company form the Council which is the governing body of the school. The Directors maintain a role in providing an overview of long term strategy, maintaining the school and preschool's financial solvency and protecting the school and preschool against risk. The Approved Provider and Nominated Supervisor of the Service accept the legal responsibilities associated with establishing and administrating the Preschool. They have the following established positions:

- School Leadership and Management
 - Head of School
 - School Executive
- Governance
 - Chair
 - Deputy Chair
 - Directors
- Preschool Management
 - Approved Provider
 - Director
 - Nominated Supervisor
 - Room Leaders
 - Certified Supervisors

Aims

To ensure our organisation has good governance we will:

- Conduct our affairs legally, ethically and with integrity;
- Identify organisational risks and legal obligations and manage these through policies and relevant processes; and
- Ensure that mechanisms are in place for fair and transparent governance.

Procedures

Management

The management of our education and care service is overseen by the Head of School who reports monthly to the School Council and provides the Director's report. The Glenaeon School Council is accountable to members for the performance of the organisation.

Board/ Management Committee Role

The Glenaeon School Council has overall responsibility to members for the sustainability and relevance of the service. The Council 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 Glenaeon School Council 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 Glenaeon School Council 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*.

Policies

The Glenaeon School Council 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 Board/Management Committee 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 sample service summary sheet for new council members

Constitution

The Glenaeon School Council will:

- Ensure that the organisation's constitution is followed at all times;
- Ensure that the constitution is reviewed at least every three years; and
- Ensure that each new member of the School Council is provided with a copy of the organisation's constitution and Quality Improvement Plan on their appointment.

Glenaeon School Council Powers

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

In addition, the Glenaeon School Council members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to the Management Chair who oversees the Director and the Leadership Team.

The Board/Management Committee delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Director and Leadership Team.

In discharging its powers the Director and Leadership Team members will be bound by the Corporations Act, the Constitution and all policies of the organisation.

The Glenaeon School Council's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the Director;
- 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 Director's and Leadership Team'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 Glенаeon School Council will:

- Ensure the organisation operates with and to a valid Constitution and that all governance and management practices of the council, management and staff align with the Constitution;
- Demonstrate achievement of this through accessible meeting minutes and Glенаeon School Council self- assessments; and
- Ensure Glенаeon School Council members receive ongoing support and professional development in the implementation of effective and evidence based governance practice.

Code of Conduct

Glенаeon School Council members will:

- Commit themselves and members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as council members;
- Demonstrate un-conflicted loyalty to the interests of the organisation when acting as a Board/Management Committee 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 the organisation;
- Immediately disclose to the Glенаeon School Council any and all impending conflicts of interest. That member shall absent themselves without comment from both the deliberation and final decision-making;
- Not use information exclusive to council 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.

The Approved Provider is responsible for:

- Ensuring compliance with the Education and Care Services National Law and Education and Care Services National Regulations
- Complying with family assistance law
- Appointing a Nominated Supervisor, an Educational Leader and a Director/coordinator for the Service
- Supporting the Nominated Supervisor and Responsible Persons in their role, providing adequate resources to ensure effective administration of the Service.
- Complying with funding agreements where appropriate

- Ensuring the Service remains financially viable and can meet its debts and other obligations as they fall due
- Managing control and accountability systems
- Ensuring a Quality Improvement Plan for the Service is completed and updated at least annually
- Complying with all other legislation that impacts upon the management and operations of a Service.
- Acting honestly and with due diligence.
- Developing a clear and agreed philosophy in consultation with staff.
- Ensuring there is a sound foundation of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the Service to be in line with the Service's philosophy and goals.
- Ensuring all Educators and staff have a clear understanding about the hierarchy of management
- Developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of the Service's expectations

The Director and Nominated Supervisor are responsible for:

- Reporting in writing to the school council on a monthly basis, arranging for a visit by the council annually.
- Adhering to the National Education and Care Service Regulations and National Law
- Undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the Service
- The day to day management of the Service
- Providing educators with training, resources and support.
- Identifying and reporting to the Approved Provider and relevant authorities if something significant occurs.
- Ensuring Educators are adhering to service policies and procedures.

Service Philosophy

- The development and review of the philosophy and policies will be a continuous process on an annual basis or when required.
- The philosophy will reinforce all other documentation and the practices of the Service. The philosophy will reflect the principles of the approved national framework "Being Belonging Becoming".
- There will be a collaborative and consultative process to support the development of the philosophy that will include children, parents and Educators.

Sources

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015.
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Work Health and Safety Act

- Revised National Quality Standards
- Glenaeon Rudolf Steiner School – School Structure
<http://www.glenaeon.nsw.edu.au/about/school-structure/teachers#school-structure>
- CELA

Evaluation

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

Organisational risks and legal obligations are identified and managed through policies and relevant processes.

Review

Policy Adopted 2012

Date Reviewed	Modifications	Next Policy Review Due
Feb 2013 Oct 2014 Nov 2015 Dec 2016	Discussion around Director, Nominated Supervisor, Supervisor and Head of School Roles	
Jan 2018	<ul style="list-style-type: none"> • Updated references to comply with the revised National Quality Standard. • Additional information provided on how the Preschool fits into the Glenaeon School structure and management. • Additional information on the responsibilities of the Approved Provider and Nominated Supervisor • Information on the Service Philosophy. • Reports to school council, visits be council added 	Jan 2019
May 2019	<ul style="list-style-type: none"> • Minor formatting changes 	May 2020