

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torres Strait Islander People past, present and emerging.



Management Committee Policy

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Part 2.1	Provider approvals
55	Quality Improvement Plans
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

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RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook

Aim

To ensure that the Management Committee provides families and the local community with the opportunity to participate in the management and structure of Warradale Community Children's Centres.

Implementation

The Management Committee is a way to give families a say in what happens within our Centre. We believe in providing families with the opportunity to work in partnerships with our managing team to assist in making decisions about how our Centre is operating, including policy review and practice which is reflective of our Centre's philosophy.

The Management Committee is elected each year at our Annual General Meeting. The members of the committee include: Executive Committee (Chairperson, Treasurer and Secretary), parent representatives, the Directors and Staff Representatives.

In relation to the Service:

- The Management Committee will be involved along with families and Educators in the development and process for all new policies and procedures.
- The Management Committee will reflect upon and provide feedback on the Quality Improvement Plan.
- The Management Committee will ensure all ideas and concerns are recognised and addressed.

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- The Centres' management will seek assistance from families in the way of a Management Committee to represent the family body of the service in respect to Policy decisions and any other areas of interest.
- Written information regarding the Centres' management structure will always be made available to families.
- Whilst the Nominated Supervisors are responsible for the day to day running of the Service, it is to be in line with the decisions of the Management Committee.
- The Management Committee consists of a Chairperson, Treasurer, Secretary (not staff), Nominated Supervisors, other elected members and two staff representatives.
- The members of the Management Committee, (other than the Nominated Supervisors and staff representatives), are elected by those families who attend the Centre. Families may join the committee at any time throughout the year.
- Meetings to be held the last week of each month.
- A copy of the minutes of Management Committee meetings is available to all families on the notice board in the foyer. Notices and agendas of forthcoming meetings are also posted on the notice board or may be emailed to families if more convenient.
- The Management Committee will be made aware of the Centre's grievance policy and procedure and a Grievance Officer shall be appointed.

Functions of the Management Committee:

The Management Committee has four vital functions and Committee members contribute to one or more of these functions, depending on their interests and skills:

- Finance - fundraising etc.
- Communication
- Future planning - being actively involved in the Centre's Quality Improvement Plans and the Business Plan for the Service.
- Policy development – formulating new Centre policies with Directors guidance. The Nominated Supervisors, families and staff also contribute to the policy review process.

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- The complete set of policies is available from the Nominated Supervisors at any time. Families are encouraged to consult this regularly.

Sub-Committee:

At times the Management Committee may organise separate sub-committees to assist with the operation and governance of the service. Sub-committees may be set up long term or for a shortterm period to assist the committee to focus on a particular responsibility or task. Examples of subcommittees include staffing committee, WH&S committee, fundraising committee, and policy committee. The Management Committee may delegate decision making powers to the subcommittee group or they may be required to report back to the Management Committee. Prior to a sub-committee being formed a Terms of Reference will be defined including roles, responsibilities and decision-making authorities.

Evaluation

This policy is viewed as working effectively when there is a strong committed management committee who are aware of their roles and responsibilities to the Centres, children, staff, families and the community. The Management Committee will adhere to Education and Care Services National Regulations and the National Quality Standard, ensuring positive working relationships are formed. The Management Committee will maintain their professionalism always, performing in an ethical manner, which is reflective of the Service's philosophy.

Source

- Australian Children's Education & Care Quality Authority. (2014).
- 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.
- Early Years Learning Framework for Australia: Belonging, Being and Becoming
- Revised National Quality Standards

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Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	16/4/18	Policy developed	Trish Cook	27/2/21
1.1	27/02/21	No changes made	Lori Hart and Dian Faranda-Pluke	31/7/23
1.2	31/7/23	Sub-committee added	Poornima Radhakrishnan	31/12/24