

CHRISTIE DOWNS KINDERGARTEN GOVERNING COUNCIL

Christie Downs Kindergarten is a government funded/operated kindergarten. We are part of the Department of Education and Child Development (DECD) and as such adhere to government policy regarding pre-school operations and functions.

Aboriginal people need to be encouraged to become involved on the governing council and an Elder or traditional owner acknowledged and included.

Parents serving on the Governing Council ensure the kindergarten continues to operate in a safe and efficient manner. Members are elected annually at the Annual General Meeting.

Meetings are held (usually) monthly, usually at night.

The Governing Council, in partnership with kindergarten staff, is responsible for:

- The financial management of the kindergarten - this involves budgeting, maintenance and upgrade of equipment, fundraising.
- Informing the parent body of all related issues, to enable discussion and endorsement.
- Assisting with the implementation of the program within the kindergarten.
- Maintaining accurate records.

For further detail regarding the roles and responsibilities of the Governing Council please refer to our Governing Council Constitution, which is available for download from our webpage: www.christiekgn.sa.edu.au

ALL PARENTS ARE ELIGIBLE TO BECOME MEMBERS OF THEIR KINDERGARTEN GOVERNING COUNCIL AND MAY JOIN AT ANYTIME THROUGHOUT THE YEAR.

CONFIDENTIALITY: Parent Information – addresses, phone numbers, medical information and other enrolment data – is **only** given upon verbal or written consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child and family.

All enrolment forms and information pertaining to your family/child(ren) is kept securely. Once your child has left the service this information is archived, securely, according to government protocols and regulations.

Acceptance and Refusal of Authorisations (Consents/Permissions)

To ensure a physical, emotional and psychological safe environment, and to support our 'duty of care' responsibility we seek parental / guardian consent. In some circumstances further consent from your child's doctor and/or other relevant Government agency i.e *Families SA* may also be sought. Instances include:

- Administration of medication to your child(ren) whilst at kindergarten/occasional care.
- Administering medical treatment, inclusive of transportation in an ambulance. *Please refer to page 9 for exception regarding ambulance.*
- Taking of photographs / videos of your child(ren) whilst participating in kindergarten/pre-entry or associated events.
- Collection of children. Initial consent sought at point of enrolment and identified on enrolment form.
- Excursion. A separate consent is provided prior to excursions, outlining route(s), dates/times, transportation and purpose. For detail information please refer to **Excursions – page 14**.

Incompletion of consents could lead to refusal to enact the authorisation.

Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Acceptance & Refusal of Authorisations

Reviewed: May 2016 Next Review: May 2017



Site Governance

Site Governance is the partnership between Christie Downs Kindergarten's local community as represented on its Governing Council, and the site leader (Director) working together to develop the future directions for the site. Jointly they monitor and report progress to continually enhance the performance of Christie Downs Kindergarten and the achievement of its children. In order to assist Governing Council members and potential members, DECD has developed guidelines that provide advice on the structure, membership, roles and functions of Councils and their committees, meeting procedures, constitutions and support available. This can be found at:

<http://www.decd.sa.gov.au/docs/documents/1/SiteGovernanceGuidelines.doc>

Site Governance occurs at the planning, monitoring and reporting levels, and is achieved through a partnership between the governing council and the site staff. All Governing councils operate with a signed Constitution and behave in line with the Code of practice.

What is Site Governance?

Governance refers to the systems and processes by which strategic directions, policy and the future vision of a school/preschool are decided, monitored, reviewed and reported against to continually enhance the performance of a school/preschool and the achievement of its students. Site Governance is founded on a Legal Framework including the Education Act 1972, the Children's Services Act and the Administrative Instructions and Guidelines. Site Governance in schools and preschools is the joint responsibility of the governing council and the principal/preschool director. Governance also involves accountability to both the local community and the Minister. In addition, schools and preschools as individual parts of a public education system are bound by system policies and procedures. The principal is held accountable for these.

The decisions of a governing council must:

- represent the views of the local community about the priorities and educational needs of the students/children in those communities;
- support the principal/preschool director to carry out their accountability to the Chief Executive.

Staff Communication Processes with Governing Council Committee

The Governing Council Committee (and each individual member) formally communicates with the staff of the Christie Downs Kindergarten through the Director. However, the Director may delegate another staff member to deal with or assist the Governing Council Committee, its Sub-Committee or individual members, either generally or on particular matters. Notwithstanding such delegation, the Director remains responsible for the actions and performance of all staff members.

Mutual respect should exist at all times between Governing Council Committee members and staff, and recognition be given of the complementary roles of each. The Governing Council Committee should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue. Any Governing Council Committee or individual member's complaint regarding any Christie Downs Kindergarten staff member must be facilitated through the Director.



Roles and Responsibilities of Governing Council Members

CHAIRPERSON ROLE

The Chairperson sees that the Committee/Community Circle works well: This includes:

- Start and finish meetings on time
 - Understanding the aims and philosophy of the service
 - Knowing how meetings are run
 - Keeping the meetings going
 - Giving everyone a chance to join in discussions
 - Making sure the workload is shared fairly between the Committee Members and the Director
- The Chairperson also needs to meet with the Director and understand the current activities at the Centre and get to know the Committee Members and Staff. If members have not attended two consecutive meetings the Chairperson contacts them to remind them of their responsibilities. The Chairperson shares the responsibility for the wellbeing of the Centre.

SECRETARY ROLE

The secretary is the organiser of the Committee/Community Circle They do the following:

- Take the minutes (or organise a minute taker)
- Keep the records and report any correspondence
- Work with Director and the Chairperson to set the agenda and let members know the next meeting times and dates.

MINUTES

Should include:

- The name of the service
- The time and date of meeting and those present
- Who sent apologies
- What was discussed
- What decisions were made
- The exact wording of formal motions and whether they were carried or not
- What follow up action was agreed to
- Who was responsible for the action
- When the action was to be taken
- The date, place and time of the next meeting

TREASURER ROLE

The treasurer is responsible for the financial side of things.

Our centre has a finance officer who is paid to organise accounts such as invoices assist with a budget and prepare documents for the DECD auditor every year.

However the Treasurer takes special interest in the financial side of things and helps other member to understand the financial situation.

For further information on roles and responsibilities refer to DECD Records Management Reference Guide: Roles and Responsibilities

Endorsed by Staff and Governing Council

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