



## Governance and Management of the Centre, including confidentiality of records

### 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 at Trott Park Kindergarten is the joint responsibility of the governing council and the preschool director. Governance also involves accountability to both the local community and the Minister.

In addition, Trott Park Kindergarten as an individual part of a public education system are bound by system policies and processes. The preschool director is held accountable for these.

Education and Care Services National Regulation 2011:  
Regulation 168 (2) (L)

Links to the National Quality Standards:  
National Quality Standard 7.3

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 preschool director to carry out their accountability to the Chief Executive.

Site Governance is the partnership between the Trott Park Kindergarten's local community as represented on its Governing Council, and the site leader (preschool director or school principal) working together to develop the future directions for the site. Jointly they monitor and report progress to continually enhance the performance of Trott Park Kindergarten and the achievement of its students.

In order to assist Governing Council members and potential members, Department for Education has developed guidelines that provide advice on the structure, membership, roles and functions of Councils and their committees, meeting procedure, constitutions and support available. Further information can be accessed at <https://www.education.sa.gov.au/governing-council-and-childrens-centre-governance-structures>

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](#).

Both the constitution and code of practice are available to all new members of the governing council at the first meeting of each year.

#### Role of Governing Council:

Governance in schools and preschools is the responsibility of the governing council whose role is directed by the [constitution](#) and [code of practice](#). In this model of governance:

The cooperative role of governing council and school staff is emphasised.

Management and governance are clearly separated.

The focus is on improving student learning outcomes.

The broad directions are set and monitored by the governing council.

The site leader and staff are responsible for reporting.

Joint areas of accountability are minimised.

#### Governing Councils:

Set Broad Direction (In conjunction with the site leader) The governing council identifies and incorporates, where possible, student, parent and community input and values into the broad direction of the school. The principal/preschool director brings the staff perspective to these undertakings. The broad direction may include a future vision, a statement of purpose and a set of values that clearly focus on improving student learning.

Develop Broad Directional Policy : The governing council develops broad policy statements that facilitate the achievement of the school vision and broad direction.

Initiate and Approve Recommendations and Strategies: All recommendations must conform with government policy, industrial agreements, DECD policy and direction and site decision making structures.

Principals work with parents, staff and students to develop recommendations and strategies to achieve the broad site directions jointly set with the governing council. These strategies will include but are not restricted to:

A Quality Improvement Plan that is developed in consultation with the staff and community. This plan must incorporate state and federal requirements as well as local priorities that will achieve the broad direction set by the governing council.

The allocation of resources to best achieve the objectives of the Site Quality Improvement Plan . Resource allocation must take into account risk management, sustainability and industrial and [accountability](#) requirements. The budget recommendation will be developed with the Finance Officer and staff and must be directed towards the Site Learning Plan. Draft budgets and the final recommendation will be presented to the governing council by the Treasurer. The governing council has final responsibility for budget approval.

Through decision making structures within the preschool, the directors will engage the staff and parents in the development of the Site Quality Improvement Plan. Resources that make up the annual budget and resource planning strategies are made through the governing council. These plans are presented to the governing council for comment and approval.

Monitor Progress: The governing council monitors the site budget and progress towards the broad directions set and the targets of the Site Quality Improvement Plan. This is done at each governing council meeting where the principal and treasurer provide information and data as a part of their reports against the plans, priorities and budget. A summary of these forms the basis of the Annual Report.

#### Report Progress

#### Management and Leadership

Site management and educational leadership is the responsibility of the principal and staff. It is not a part of the governance role involving the governing council and wider community.

If individual community members have an issue with a staff member they should attempt to resolve the matter directly with the staff member at an early stage. If this is not successful then the matter should be referred to the principal.

If individual community members are concerned with management decisions or have an issue with the principal they must discuss these with the principal and if not satisfied with the result then refer the matter to the District Director.

#### Records Management Services

#### Roles and Responsibilities:

Everyone working for the Department for Education, responsible for creating and maintaining records of the activities of their Agency.

Department for Education has the primary responsibility for keeping full and accurate records of its business activities and ensures that as a Government department it has adequate records management procedures, guidelines and systems in place to capture official records for accountability and evidence of business

- the first phase is ensuring that records are created, received and captured for accountability purposes

- the second phase ensures that records are managed throughout their life cycle, such as filing in departmental files, tracking of records through a document management system

- during the third phase records must be disposed of in accordance with legislation

Preschool Directors: the implementation of and adherence to the departmental records management policy and practices throughout the Agency the allocation of appropriate resources to achieve adequate records management the coordination and implementation of training to all personnel identifying and maintaining recordkeeping systems, keeping in mind the Agency's recordkeeping requirements, the nature of its records and ensuring their integrity over time establishing and maintaining public access determinations for records in the custody of State Records establishing and maintaining security access delegations the establishment of risk management strategies and disaster recovery plans for business-critical systems and records establishing and maintaining an ongoing disposal program in their business areas the identification and provision of adequate storage facilities for business records, both physical and electronic, temporary and permanent value setting a good example to personnel and raising awareness of records management practices

Staff practicing adequate records management of official records including the creation, maintenance, disposal, access and capture into corporate record keeping systems appropriate management of the Agency's records in their custody complying with departmental policies, procedures, standards and guidelines for records management being aware that the records that they create in the course of business are the property of the Department for Education and Child Development

Records Management Services ensuring the Department for Education meets all legislative, regulatory and business requirements relating to the management of records

establishment of a records management governance framework within which all staff can operate effectively and efficiently provision of advice through awareness and education of staff across the department appropriate management of DECD corporate files and associated systems

For further information on your roles and responsibilities refer to [DECD Records Management Reference Guide: Roles and Responsibilities](#).

The Records Management Services team aims to provide a friendly and efficient records management service to all sites.

Our key responsibilities include:

- providing effective file and records management advice to Head Office, Regional Offices, Schools and Preschools
- ensuring consistency and integrity of data in the computerised records management system
- creation and management of departmental files
- overseeing storage and access to documents
- continually developing and improving records management services
- developing and maintaining records management policies and procedures
- ensuring adherence to the State Records Act 1997 and regulations such as General Disposal Schedules and Agency Records Disposal Schedules when archiving agency records maintaining the DECD Disposal Schedule Inquiry

System (DSIS) and Records Management Services website increasing awareness of and providing training in records management practices

In addition to the services above we also provide the following for Schools, Preschools and Regional Offices:

- advice and assistance on archiving
- setting up thesaurus/file titling structures
- advice on effectively managing your agency's records

**Resources:**

Please see the DSIS website for more information.

This Policy has been developed by the Trott Park Governing Council

Signed\_\_\_\_\_ (Governing Council Chairperson)

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