



## ***Policy 4.4***

# **Role of the Governing Council**

The Two Wells Community Children's Centre will provide a quality early childhood service and will operate according to all legal requirements. It will make every effort to reflect the context of the community and will encourage participation in all areas of the operation of the service. The Governing Council will ensure that decisions are made in a fair and just manner and in the best interests of the service.

The Governing Council will ensure that the organisation is properly constituted and that the requirements of the Associations' Constitution are met.

Council members will be familiar with the rules, which contain;

- Broad organisational goals
- Requirements relating to membership, management structure, meeting auditing, common seal, alteration of rules, dissolution.
- The formal roles of the chairperson, secretary and treasurer.

The rules will not contain policy details or other information that may require updating or changing regularly.

Members will be elected at an AGM in accordance with the Association's Constitution. It is desirable that at least half of the outgoing council will be re-elected to ensure continuity of management.

All new members of the Council will be oriented into their roles and responsibilities as a council member. Returning council members will provide new members with ongoing support and encouragement.

The members of the governing council of TWCCC, when elected, represent both the Preschool and Childcare services within the centre. Whilst it is documented as 2 governing councils, it is acknowledged that these councils are made up of the same members, meet at the same time, and share common minutes. When decisions are made within the governing council it will be clarified both verbally and through the minutes if the decision relates to an individual service or both.

The Governing Council will ensure that all relevant guidelines, Acts and Regulations are adhered to in the management of the service.

The Governing Council, as the licensee, is responsible to the Department of Education and Child Development for ensuring that the nominee is meeting the conditions of the licence. These include the design of the premises, minimum numbers of staff and their qualifications, numbers of children in care within various age groups etc.

Parents and staff will be kept informed about the Governing Council's membership, when the meetings are being held, and any decisions that have been made. They will provide staff with the opportunities for input into the management of the service.

The Governing Council will ensure that the Philosophy Statement reflects the needs and values of those people for whom the centre exists, ie children, parents, staff and the community. Evaluating the statements, at least annually, will do this. The Governing Council will also ensure the operation of the centre is consistent with the Philosophy Statement.

Policies and procedures will be regularly reviewed to ensure they meet current needs. The Governing Council will strictly follow adopted policies and procedures and reflect the DECD policies and procedures guidelines.

Decisions about the overall management of the Centre will be made at Governing Council meetings and in accordance with the Association's Constitution. The best interest of the service will always take priority in determining decisions.



Governing Council members who discover a conflict of interest in determining an outcome for the service should announce this at the Council meeting and withdraw from further discussions or decision-making in relation to that issue.

A process of appeal will be included in the parent, staff and council handbook, should anyone wish to question the decisions of the council.

Responsibility for the day-to-day management of the service is delegated to the Director and Assistant Director. Any matters that the Directors are not confident in resolving or determine to be of a significant nature will be brought to the attention of the Council for discussion as soon as possible. Where urgent decisions need to be made at short notice, an executive decision may be made by phoning or emailing a quorum of members from the Governing Council including at least one executive member, and in accordance with the Association's Constitution.

The Director and the Assistant Director will be members of the Governing Council. At these meetings the Directors will each present a progress report, including any concerns or different aspects of care, and providing information to assist the Council in its decision making tasks.

Communication between the Governing Council and staff in relation to their work or the operation of the service will be via the Directors and/or staff representative. Council members will only have direct contact with other staff members while at the Centre.

Council members will have due regard for the harmonious operation of the Centre when requesting access to the centre's resources, records etc for the purpose of fulfilling their responsibilities. All requests for access will be made through the Directors who will determine a mutually convenient time.

Confidentiality will be maintained at all levels by all Governing Council members.

Governing Council meetings will be held in accordance with the association's Constitution. All members of the association are welcome to attend open meetings. The minutes of meetings are available to members of the association.

Council members will be asked to identify any areas where they may need training or resources to enhance their skills and participation in Council tasks. The Council may consider making an annual allowance in the Centre's budget provisions for Council training.

All Governing Council members should be aware of the Grievance Policy and, should conflict arise, the grievance procedure should be set in place and all steps adhered to. Where parties cannot resolve issues they will stand down. Member's grievances must not be left unresolved for longer than 2 months.

**Governing Council Member's Signature:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_

*Two Wells Community Children's Centre's Common Seal*

**Date Reviewed:** June 2018

**Next Review Due:** June 2020

**Sources:** Policies to Go By for Child Care Centres / Morton, Sandy. <http://www.pscwa.org.au/>



Network SA website : <http://www.networksa.org.au/free-resources/governance>

<https://myintranet.learnlink.sa.edu.au/results?query=Governing+Council&collection=DECD-Intranet&f.Document+Type%7CH=guideline>