



Waikerie Children's Centre
16 Marks Tce
Waikerie SA 5330
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GOVERNING COUNCIL

CONSIDERATIONS:

Philosophy	reflecting the community in which located.
Legislation	Associations Incorporation Act 1985 (SA) and its regulations; Association's written Constitution/Rules; Children's Services Act 1998 and Regulations (SA); Government funding guidelines (Cth); Quality Improvement and Accreditation System (Cth).
Children	need quality early childhood care and education.
Parents	need quality child care services, information about how the service is managed; input into management of the service.
Staff	need a competent employer; clear lines of communication with the employer; efficient administration processes in place.
Management	need clearly defined responsibilities; good team liaison with Director; defined decision making processes; an avenue for solving grievances; orientation into the management role and continuity of management.

POLICY STATEMENT:

The Waikerie Children's Centre Inc. will provide a quality early childhood care and education service and will operate according to all legal requirements. It will make every effort to reflect the special nature of the community and will encourage parent input and take into account parent/caregiver, children and educator needs in the operation of the service. The governing council will ensure that decisions are made in a proper way (in accordance with the constitution) and in the best interests of the service.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- **The governing council will ensure that the organisation is properly constituted and that the requirements of the Association's Rules/Constitution are met.** Governing council members will be familiar with the Rules which will contain:
 - broad organisational goals (objectives);
 - requirements relating to membership, management structure, meetings, auditing, common seal, alteration of Rules, dissolution.

- the formal roles of the Chairperson, Secretary, Treasurer and Public Officer. The rules will not contain policy detail or other information that may require updating or changing regularly
- Members will be elected at an AGM in accordance with the Associations Rules/Constitution. It is anticipated that at least half of the outgoing governing council will be re-elected to ensure continuity of management.
- All new members of the governing council will be oriented into their roles and responsibilities as a governing council member. Returning governing council members will provide new members with ongoing support and encouragement
- Individual governing council roles are detailed in the Associations Rules/Constitution.
- **The governing council will ensure that all relevant guidelines, Acts and regulations are adhered to in the management of the service** (eg funding guidelines, Associations Rules/Constitution, Childcare Regulations, relevant Industrial Awards etc.)
- **The governing council as the licensee is responsible to the Department For Education (DFE) for ensuring that the nominee is meeting the conditions of licence.** These cover the design of the premises, minimum number of educators and their qualifications, number of children in care within various age groups etc. See National Quality Framework.
- Parents and educators will be kept informed about the governing council's membership, meetings and decisions and will be provided with opportunities for input into the management of the service.
- The governing council will ensure the philosophy statement reflects the needs and values of those people for whom the Centre exists eg. children, parents, staff and community. This will be done by evaluating the statement at least every two years. The governing council will also ensure the operation of the Centre is consistent with the philosophy statement.
- The Governing Council, parents, educators and community will have input into the site Quality Improvement Plan and its review process.
- Policies and procedures will be regularly reviewed to ensure they meet current needs. Adopted policies and procedures will be strictly followed by the governing council.
- **Decisions about the overall management of the Centre will be made at governing council meetings and in accordance with the Associations Rules/Constitution.** The best interests of the WCC 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 governing council meeting and withdraw from further discussion or decision making in relation to that issue.** (Associations Incorporation Act 1985 (SA) Sections 31 and 32).
- A process of appeal will be included in parent, educator and governing council handbooks should anyone wish to question a decision of the governing council.
- Responsibility for the day to day management of the service is delegated to the Director. Any matters that the Director is not confident in resolving or determines to be of a significant nature, will be brought to the attention of the governing 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 a quorum of members or using email correspondence of the governing council (including at least one executive member) and in accordance with the Association Rules/Constitution.
- The Director will be a member of the management governing council. At these meetings the Director will present a progress report including any concerns or different aspects of care and provide information to assist the governing council in its decision

making tasks. The progress of the Quality Improvement Plan will be highlighted in the report.

- A staff representative will be a member of the management governing council. The role of this member will be to provide a staff perspective, raise issues decided at staff meetings on behalf of the staff body and feedback information if requested by the governing council to other staff members at staff meetings. Once a decision has been made and consensus reached, within either a Staff or Governing Council Meeting the staff representative is obliged to report the information to others as it stands, regardless of her/his personal views. This member will be equally bound by the rules of confidentiality that applies to all members.
- Communication between the governing council and staff in relation to their work or the operation of the service will be via the Director and/or Staff Representative. Governing council members will only have direct contact with other staff members while at the Centre:
 - as a parent in relation to their child's participation at the Centre;
 - at social functions;
 - whilst accompanied by the Director.
- Governing 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 governing council responsibilities. All requests for access will be made through the Director who will determine a mutually convenient time. The Centre policy on "Confidentiality" will be strictly observed.
- **Confidentiality will be maintained at all levels by all governing council members.**
- **Governing council meetings will be held in accordance with the Association's Rules/Constitution. All members of the "Association" are welcome to attend "open" meetings, which will be held from time to time. The minutes of open meetings are available to members of the "Association" and are to be displayed publicly.**
- **Much of the work of the governing council will be achieved through sub-committees. Membership of sub-committees will be open to all members of the "Association". Invited professionals may be invited to address particular issues or to have short-term membership for a particular period. Parents will be actively encouraged to participate. Sub-committees can make recommendations to the governing council for their endorsement. Sub-committees cannot make decisions or act on behalf of the service.**
- **Governing council members will be asked to identify any areas where they may need training or resources to enhance their skills and participation in governing council tasks. The governing council may consider making an annual allowance in the Centre's budget provisions for governing 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. Matters must not be left unresolved for longer than 2 months.**

SOURCED FROM

Associations Incorporation Act 1985 & Children Services Act 1998
& Quality Improvement & Accreditation System 2005
Department For Education
National Quality Framework