

## 10.1 Governance and Management Policy

### 1. Purpose

ICH recognises that the governance, management and leadership of the organisation ensures that there are effective systems, governance procedures and processes. Operational policies and procedures are in place to support the Service to operate effectively and ethically. These processes promote the confidence of all stakeholders and the broader community.

### 2. Scope

This policy applies to the ICH board, staff, Educators, Educator Assistants, parents, children and stakeholders.

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Parent/Guardian:** The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s.

**Educator:** An Approved Educator who is registered with the Service

**Educators Residence** – The home or venue approved to provide child care by an approved educator of the Service

**Governance:** is the exercise of authority, direction and control of a service to ensure its purpose is achieved.

### 4. Policy

Inala Community House (ICH) as the Approved Provider is legally responsible for the operation of My Place Family Day Care. ICH will ensure that the Service operates in accordance with all relevant legislation including the Education and Care Services National law 2010 and Regulations 2011.

The Board of Directors of Inala Community House will manage the organisation in accordance with the objectives, Policies and Procedures of ICH.

The Service believes good governance is participatory, transparent, accountable, effective and equitable. The Service promotes a clear code of ethical behaviour and integrity and a sound risk management approach.

#### 4.1 Role and Responsibilities of the Board of Directors

The Board of Directors or a delegate will ensure that it fulfils its roles and responsibilities, ICH operates in line with the

- ICH Constitution
- The Religious Educational and Charitable Institutions Act 1861 As per section 144 of the Associations Incorporations Act 1981
- Any relevant service agreements
- Other relevant legislation
- National Quality Standards

And will have systems in place to ensure:

- Staff Employment Agreements are complied with, correct tax is deducted, and safe working conditions are provided.
- The Service has adequate insurance cover.
- The Service operates within relevant Federal, State and Local Government Laws, Regulations and Awards.

#### 4.2 Policy and Planning

ICH and its Programs will have clear goals. The Service's objective is to pursue and achieve quality outcomes for children and will meet the requirements of the relevant legislation through up to date policies and procedures.

Service plans are developed and evaluated on a regular basis and communicated to all stakeholders. All stakeholders' views are actively sought in the development of policies, ensuring that all families, educators and Service staff receive information about any new policies or changes to policies which may impact upon them. Any outcomes will be fully explained and changes to policies will be communicated prior to their implementation.

High quality and effective services are delivered through effective quality improvement planning.

This Policy and Procedures Manual is kept up-to-date. The Service will regularly review and update written policies and procedures regarding the operation of the service.

The Nominated Supervisor/Team Leader are responsible for scheduling a review of all policies on a regular basis or as required to identify emergent needs and any changes required to improve service delivery.

The Nominated Supervisor/Team Leader (or delegate) will monitor changes in the Education and Care Services National Regulations (2011) and National Quality Standard that may require a change to any of the Policies and Procedures of the service.

### 4.3 Financial Management

The Board of Directors and delegates will ensure ICH and its Programs have an approved budget for the year and that expenditure is within the budget.

The Board of Director and delegates ensure that ICH has sufficient income to meet the budget requirements.

The Board of Directors and delegates will follow the conditions of all aspects of any relevant service agreements.

The Board of Directors and delegates will ensure the funds are properly accounted for and an audit is completed every year.

The Board of Directors will ensure that an audited financial statement is presented each year at the AGM.

### 4.4 Staffing – recruitment and performance management

The Board of Directors will ensure the recruitment of qualified personnel in accordance with the ICH Recruitment Policy.

Staff will be employed to carry out specific tasks for the Board of Directors, which will be subject to the conditions of any relevant grants. While employed, staff will be provided with support, direction, supervision and professional development.

The Nominated Supervisor/ Team Leader will undertake regular performance appraisals (see ICH Performance Management Policy) to ensure Staff practice is in accordance with the legislation, the National Quality Standard and service's policies and procedures are being met.

### 4.5 Other Board of Director Responsibilities

The Board of Directors will ensure that ICH has strong community support and the organisation and its programs are effective and viable.

The Board of Directors will represent the organisation when appropriate.

The Board of Directors will delegate duties and powers to any existing office bearer as appropriate.

The Board of Directors will authorise persons from time to time to form sub-Committees for the sole purpose of assisting the Board of Directors in carrying out its duties.

Authorised representatives where directed, will attend meetings on behalf of ICH to represent the interests of the organisation.

The Board of Directors or delegates will deal with grievances and complaints as they arise in accordance with the formal grievance and complaints processes.

ICH will regularly publicise details of the role, operation and composition of the Board of Directors and the right of all members of the community to stand for election/appointment to the Board of Directors in accordance with the ICH Constitution.

ICH will from time to time seek external expertise to assist in the review of management and governance practices.

## 5. Review

This policy remains in effect unless otherwise directed by the Managing Director. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	12/2020	Reviewed
Revision 05	01/2021	Reviewed

## 6. Related Documents

### Policies

- 8.2 Staff, Volunteers and Student Policy
- 8.4 Induction and Professional Development Policy
- 10.2 Grievance and Complaints Management Policy
- 10.3 Confidentiality and Records Management Policy
- 10.3 Fees Policy

### Procedures

- 8.16 Staff Professional Development and Training Procedure
- 8.17 Staff Induction Procedure
- 10.1 Policy Development Procedure
- 10.2 Role of the FDC Service Procedure
- 10.3 Quality Improvement Procedure
- 10.4 Grievance Management Procedure
- 10.5 Complaints Management Procedure
- 10.6 Confidentiality and Privacy
- 10.7 Record Management and Storage
- 10.8 Register Management
- 10.9 Notifications
- 10.10 Fees Procedure

### Forms

Service Quality Improvement Plan  
Coordinator Quality Improvement Plan  
Educator Quality Improvement Plan

### **Other Documents**

ICH Board Governance Policy  
ICH Delegations Policy

### **References**

Associations Incorporation Act 2009, retrieved 30<sup>th</sup> October 2019 from;  
<http://www.austlii.edu.au>

Inala Community House, Human Resources Policies

ICH Board of Directors Manual

ACECQA, Guide to the National Quality Framework, 2018, Chapter 2 The National Quality Standards, Quality Area 6: Collaborative Partnerships with families and communities: 6.1 Supportive relationships with families: Respectful relationships with families are developed and maintained and families are supported in their parenting role.

6.1.1 Engagement with the Service- Families are supported from enrolment to be involved in the service and contribute to service decisions.

6.1.3 Families are Support – current information is available to families about the service and relevant community services and resources to support parenting and families wellbeing

6.2 Collaborative partnership: collaborative partnerships enhance children’s inclusion learning and wellbeing.

6.2.2 Access and participation: Effective partnerships support children’s access, inclusion and participation in the program

6.2.3 Community engagement: The service builds relationships and engages with community.

Quality Area 7: Governance and Leadership – 7.1 Governance – Governance supports the operation of a quality service:

7.1.1 Service Philosophy and purpose – A Statement of philosophy guides all aspects of the service 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

7.2.3 Development of professionals – Educators, coordinators and staff members performance is regularly evaluated, and individual plan are in place to support learning and development

ACECAQ – Developing a QIP and Self Assessment Tool Retrieved 30<sup>th</sup> October 2019 from  
<https://www.acecqa.gov.au/assessment/quality-improvement-plans>

Education and Care Services National Regulation 2011

R.168 (2) (l) Education and Care service must have policies and procedures (l)