

Brunswick Crèche and Day Nursery Inc. is an incorporated association under the Association Incorporated Act 1981 and has adopted the Model Rules for an Incorporated Association as its constitution.

Management committee's provide families and the local community to participate in the management and structure of the Centre. When they are involved in decision-making, families and the community are more likely to understand decisions and make a commitment to support the centre

We are committed to providing a strong management team who are aware of their responsibilities to the Centre, children, families, educators, and community. Management will adhere to Education and Care Services National Regulations and the National Quality Standards, ensuring positive working relationships are formed. Educators and Management will maintain their professionalism at all times performing in an ethical manner, which is reflective of the Centres philosophy.

Role

The management body of the Brunswick Crèche and Day Nursery is a committee of volunteer parents, given the responsibility of making the decisions on how the crèche will be run. All parents are welcome and encouraged to participate through attendance at meetings, or by helping out on fundraising events, and/or special occasions.

Management Committee

The Management Committee is responsible for:

- Developing policies for the Centre;
- Ensuring that the Centre is run in line with the policies;
- Planning and managing the finances for the Centre;
- Ensuring that the Management Committee operates appropriately;
- Ensuring that all necessary records are maintained;
- Ensuring that the Centre abides by all requirements of regulating and funding bodies.

The job of the Management Committee is to run the Centre in a manner that meets the needs of the users in the best possible way. Meeting their goals means not only making good decisions but also ensuring that decisions are implemented. The Management Committee and the Nominated Supervisor will be responsible for implementing the decisions that relate to the operation of the Centre.

In relation to the Centre:

- The Management Committee will be involved in conjunction with families and Educators in the development and review process for all policies and procedures.
- The Management Committee will reflect upon and provide feedback on the Quality Improvement Plan, documenting continuous improvement.
- The Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner.
- The Service management will encourage family participation in the Management Committee to represent the family body of the Service.
- Written information regarding the Service's management structure will be available to families at all times.
- Whilst the Nominated Supervisor is responsible for the day to day running of the Service, it is to be in accordance with the decisions of the Management Committee providing they comply with all regulations and standards.
- The members of the Management Committee, (other than the Nominated Supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.



- All families are encouraged to attend the Management Committee meetings and may vote on motions.
- Meetings are held on the last Wednesday of the month from 6:00pm
- A copy of the minutes of Management Committee meetings is available to all families on the notice board in the foyer.
- Notices and agendas of forthcoming meetings are posted on the notice board.
- Families may request minutes, meeting schedules, and/or agendas to be emailed if more convenient.
- The Management Committee will be made aware of the Service's grievance policy and procedure.

In relation to the Children and Families:

- Management will communicate with families, information that relates to safety within the Centre's environment and will seek feedback from families on this matter.
- Management will support families and/or children with additional needs, implementing appropriate individual management plans, AIR Plan etc. and work with support agencies to ensure we are providing a safe, supportive environment and continuity in care.
- Management will ensure all ideas and concerns are recognised and addressed.
- Management will seek assistance from families in the way of a Management Committee to represent the family body of the Centre in respect to Policy decisions and any other areas of interest.
- Written information regarding the Centre's management structure will always be made available to families.
- Written information regarding the procedure for handling grievances will always be made available to families.
- Information on management decisions that affect children, families or Educators is made available to Educators in a timely manner
- Information regarding staffing changes that affect families and children are made available in a timely manner including the introduction of relief Educators.
- Families will always have the opportunity to communicate with management in their preferred method and their preference in the way to communicate will be respected and adopted by management and Educators.
- Management and Educators review the effectiveness of staffing practices to ensure continuity of care for children.

In relation to Educators:

- Management will provide professional development opportunities for all Educators
- Management works with Educators to develop an Individual Professional Development Plan that supports professional growth, reflection and goals and shows continuous improvement
- Educators are encouraged to network with other Services and agencies to share effective work practices and share current information relating to the industry
- Management encourages and supports Educators to participate in formal study that will lead to relevant and recognised qualifications
- Management encourages the input and involvement from resource people to help them develop their skills and encourage Educators to share such knowledge with their colleagues at monthly staff meetings.
- Management and Educators work together in reflecting on rostering changes to ensure that continuity of care is not compromised for the children or their families
- All staffing changes are systematically reviewed to identify ways to minimise stress for the children, families and other Educators especially with consideration to changes in roster.
- Management will seek input from Educators to ensure that staffing practices are effective and meeting the needs of families and Educators.
- Educators are encouraged to suggest ways of communicating with Management if they feel accessibility is not functioning at its best.
- All Educators are to take part in an induction process, performance review and feedback meetings. This is to be an opportunity for both Educators and Management to share their experiences and feedback and to both evaluate their practices.
- Management encourages Educators to be involved in an advisory, consultative and decision making role within the Centre.



- Management will attempt to employ Educators from cultural and linguistic backgrounds of the children at the Centre or that are represented in the greater community.
- All Educators will receive a copy of the Centre's philosophy, policies and procedures; a job description; conditions of employment; Educators handbook and information on the Centre's grievance policy on employment.
- Supporting Certified Supervisor, Educational Leader, Room Leaders and educators in their role at the centre
- Keeping all Centre families informed of events and pertinent matters
- Employing and inducting educators and other staff members to the centre, ensuring they have a clear understanding of the centre philosophy, policies and procedures.
- Verifying educators and staff members qualifications in accordance with the ACECQA requirements
- Ensuring ratio and qualification requirements are met by educators and staff of the Centre
- Ensuring all educators and staff comprehend and adhere to National Regulations, National Quality Standards and the Early Years Learning Framework
- Ensuring policies and procedures remain up to date and are followed by all employees.
- Ensuring all employees comply with the Code of Conduct and Australian Code of Ethics
- Working with current legislation and seeking advice from recognised authorities in relation to work health and safety.

In relation to Education and Care Services National Regulations:

- Management will ensure that Regulations are always being adhered to through strict Policies and Procedures.
- Educators and families will always have access to the current Regulations.
- During the induction process of Educators, the current Regulations will be discussed and Educators will be provided with a copy for their records.
- Procedures that support meeting current Regulations will be developed and implemented with consultation with Educators.
- Management will inform all Educators and families of any changes that need to take place because of Regulations
- Educators and families will be made aware of when the Centre is going through the assessing process and how they can be involved

In relation to Key Indicators set by the National Quality Standard:

- All Educators will be introduced to the Quality Improvement Plan and National Quality Standard on employment as well as the system that the Centre has in place to ensure reflection is occurring on a daily basis to meet the key standards and elements stipulated.
- Information on the National Quality Framework including National Quality Standard, Early Years Learning Framework and Education and Care Services National Regulations
- Quality Improvement is addressed directly in the Centre's Professional Development Plan.
- A Quality Area represented in the National Quality Standard will be address at Educators meetings and feedback regarding the National Quality Standard will be sought from families.

Family involvement in the Management Committee:

- Whilst the Nominated Supervisor is responsible for the day to day running of the Centre it is to be in line with the decisions of the Management Committee.
- The members of the Committee, other than the Nominated Supervisor and staff representatives, are elected by those families who attend the Centre; they may join the committee at any time throughout the year.
- Meetings are held on the last Wednesday of each month, starting from 6:00pm.
- All families are encouraged to attend Committee meetings and may vote on motions.
- A copy of the minutes of Committee meetings is available to all families on the notice board in the foyer. Notices and agendas of forthcoming meetings are also posted on the notice board.
- A newsletter is circulated every quarter informing parents of events and issues of interest. It may include:
 - Educator changes; Building maintenance; Simple financial statement;
 - New equipment;



- Requests for assistance;
- Activities in rooms and visiting performers; and/or
- Room reports including developmental activities for each group.
- Any relevant issues, re: Curriculum, collaborating with families via Emails

Procedure

Members of the Management Committee are elected on an annual basis with the Annual General Meeting (AGM) being held on a nominated month each year.

At that meeting all positions are declared vacant and parents are encouraged to nominate for any position to which they feel they can contribute or in which they are interested.

Executive positions required for Centre management include:

- President (Chairperson)
- Vice-Presidents
- Secretary
- Treasurer
- Public Officer

Functions of the Management Committee:

The Committee has four vital functions and Committee members contribute to one or more of these functions, depending on their interests and skills:

- Finance - fundraising etc.
- Communication - keeping the Centre's community informed of Committee decisions, new policies and events etc.
- Future planning - being actively involved in the Centre's Quality Improvement Plan and the Professional Development Plan for the Centre
- Policy development – formulating and updating the Centre's policies and philosophies. The Nominated Supervisor, families and staff also contribute to the policy review process. The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult this regularly.

All parents are invited to attend as observers or as general members of the committee. Also attending the meeting are the Coordinator and an educator representative. The monthly meeting receives reports from the treasurer, representatives of sub-committees, the educator representative and the Coordinator, The committee will discuss issues raised at the meeting by any of these individuals or groups, or any matters previously places on the agendas. Minutes of the meeting are available to parents upon request and to the educators.

Source: Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics, Guide to the National Quality Standard, Early Years Learning Framework for Australia: Belonging, Being and Becoming, Community Child Care – www.cccinc.org.au

Date Implemented: 16/04/2012

Review Completed: 29/04/2019

Schedule for Review: 29/04/2020

National Quality Standard – NQS		
Quality Area 7: Leadership and Service Management		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's 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 defines, 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
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
Education and Care Service National Regulations		
157	Access for Parents	

