

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.

The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Centre. When they are involved in decision-making processes, families and the community are more likely to understand the scope of the Centre's organisation and activities, local issues and priorities, policies and procedures and assist in the continual improvement of the quality of education and care provided to children within the Centre.

Purpose

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.

Implementation

A Management Committee provides a means to give families a say in what happens within our Centre. We believe in providing families with the opportunity to work in partnerships with our management team to assist in making decisions about how our Centre is operating, including policy review and practice which is reflective of our Centre's philosophy.

The Management Committee is elected each year at our Annual General Meeting (AGM). The members of the committee include: Executive Committee (President, Vice President, Treasurer, and Secretary), Nominated Supervisor/Director, parent representatives, and one staff representatives.

Role

The Management Committee has an overall responsibility for the sustainability and relevance of the Centre. The Committee provides effective governance to support the operation of our quality education and care Service and actively supports families to meaningfully engage with the Centre philosophy, policies and procedures and provide feedback to ensure continual improvement.

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:

- Committee members must ensure they take their role and responsibilities seriously
- All members must adhere to the Centre's *Code of Conduct* and *Privacy and Confidentiality Policy*
- Each new Committee member will receive *Management Committee Handbook* which outlines general information, roles and expectations of each Committee Members
- Centre management will email details of Committee meeting schedules, agendas, and minutes to all families who request this information.
- 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 (QIP) documenting continuous improvement
- The Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner
- The Centre management will encourage family participation in the Management Committee to represent the family body of the Centre
- Written information regarding the Centre'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 Centre, 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 Centre. 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 monthly on the last Wednesday of the month from 6:00pm to 7:00pm.
- 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 Centre's grievance policy and procedure.

Functions of the Management Committee:

The Management Committee sets the strategic direction of the Centre and is responsible for the overall operation of the Centre.

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

- *Finance*: day to day finances, administration issues, employee duties, general organisation; annual budget, financial statements; legal requirements; insurance policies; reporting requirements to Government bodies-(CCS); fundraising
- *Communication*: Publicity and public relations, keeping the Centre's community informed of Committee decisions, new policies, events, etc.
- *Future planning*: Being actively involved in the Centre's Quality Improvement Plan (QIP)
- *Policy development*: Formulating and updating the Centre's policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor, staff, and families.

The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult these regularly.



Source: Australian Children’s Education & Care Quality Authority. (2014). Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*. Community Early Learning Australia Early Childhood Australia Code of Ethics. (2016). Education and Care Services National Regulations. (2011). Education and Care Services National Law Act 2010. (Amended 2018). Guide to the National Quality Standard. (2017). Network of Community Activities <http://networkofcommunityactivities.org.au/management-matters-management-committees/> Revised National Quality Standard. (2018). Community Child Care – www.cccinc.org.au

Date Implemented: 16/04/2012

Review Completed: 7/04/2021

Schedule for Review: 7/04/2022

Authorised by COM: Nov 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		
55	Quality Improvement Plans	
157	Access for Parents	
168	Education and care service must have policies and procedures	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies or procedures	

