



Governance and Management Policy

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1. Aim

Our education and care service recognises the importance of having a framework of rules, relationships, systems, and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

Our education and care service is committed to ensuring good governance and accountability to its



stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements placed on the organisation
- Remaining solvent and compliant with all our financial obligations.
- Identifying organisational risks and legal obligations and manage these.
- Ensuring mechanisms are in place for fair and transparent governance.

2. Service Structure

Gymea Nursery School and Kindergarten Co Operative Ltd is an Incorporated Entity under the Co-Operatives National Law 2012 trading as: “Gymea Community Preschool”

- We are a non-distributing co-operative
- A non-distributing co-operative is a co-operative that is prohibited from giving returns or distributions on surplus or share capital to Members, other than the nominal value of shares (if any) at winding up.
- A non-distributing co-operative may or may not have share capital.
- A non-distributing co-operative must have a membership of 5 or more active members.

Gymea Community Preschool provides Quality Care and Education for children 3 -5years of age. Our Centre provides for 60 children each day.

When children are enrolled at the Preschool that family becomes a share holder of the Co Operative (after paying a fee of \$2). According to the National Co Operatives Law, families remain as shareholders for 3 years after their child exits the Preschool. Shareholders get priority on the Preschool waiting list. (We are also bound by Education and Care Services National Regulations and Department of Education Funding rules in applying Priority of Access guidelines).

Reporting Relationships

The Nominated Supervisor reports to the Approved Provider

Each class reports to the Nominated Supervisor. The Nominated Supervisor has the authority to communicate information about the work and to direct the activities of each class.

Each class is led by a Team Leader who is university trained and reports to the Nominated Supervisor.

The educational practices of the service are led by Educational Leader/s who report to the Nominated Supervisor.



Delegation of duties

- The Management Committee members may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a committee of directors, a director, an employee or any other person.
- The Management Committee recognises the Nominated Supervisor's skills, knowledge and professionalism and as such delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Nominated Supervisor. In discharging its powers, each Director/Management Committee member will be bound by the Associations Act/Corporations Act, the Constitution, and all policies of Gymea Community Preschool.
- When the Nominated Supervisor delegates tasks to staff or tasks are delegated based on job descriptions, the staff member is accountable for the task completion. They will not delegate these responsibilities to other staff without the agreement of the Nominated Supervisor and the staff to whom the task is being delegated to.
- When setting goals and long-term tasks with staff, the Nominated Supervisor will enter a discussion with the staff member and will put these in writing with a clear due date.
- A clear agreement will be sought, for example through signed job descriptions, or signed delegation agreements.
- The person who delegates remains accountable for making sure the right result is achieved.

3. Cooperative Principles

- Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political, or religious discrimination.
- Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions.
- People serving as elected representatives are accountable to the membership.
- Co-operatives members have equal voting rights (1 member, 1 vote)
- Co-operatives are autonomous, self-help organisations controlled by their members.
- Although Gymea Community Preschool has entered into a Service agreement with Department of Education and Communities, we do so on terms that ensure democratic control by our members and maintain our co-operative autonomy.
- While focusing on member needs, Gymea Community Preschool Cooperative works for the sustainable development of our communities through policies accepted by our members.

4. Composition of the Board of Management



Positions are to be filled by the shareholders of the Preschool, be they parents of children attending the Preschool in that year or by parents who still hold a current share membership as per The Cooperative Rules of Gymea Community Preschool.

They consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Publicity Officer
- Fundraising
- Maintenance Officer-Repairs & Gardens
- WHS Representative

Attachment one expands on these roles and the responsibilities they incur.

The recruitment of new members must be an open and ongoing process with vacancies advertised in conjunction with direct invitation. The nomination of new members will be done with consideration to the skills and experience the role requires.

5. Board of Management Powers

The Board of Management is the Approved Provider and has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including the overall responsibility to members for the sustainability and relevance of the service.

The Management Committee sets the strategic direction and monitors performance of the organisation. The Management Committee will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives.

The Board's/Management Committee's authority includes:

- Overseeing the organisation including its control and accountability systems
- Appointing and removing the Nominated Supervisor
- Ratifying the appointment of all staff members
- Developing organisational strategy and performance objectives
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance
- Monitoring the Nominated Supervisor's performance and implementation of strategy
- Approving and monitoring financial and other reporting, including
 - a financial plan for the operation of the preschool



- accounts for annual auditing
- Authorising appropriate delegations within the organisation
- Ensuring appropriate resources are available to carry out the organisation's functions
- Approving and monitoring the progress of major capital expenditure.
- Contributing to the goals of the Quality Improvement Plan

6. Risk Management

The Management Committee will:

- Ensure the organisation operates with and to a valid Constitution/Articles of Association and that all governance and management practices of the Management Committee and staff align with the Constitution/Articles of Association.
- Demonstrate achievement of this through accessible meeting minutes and Management Committee self-assessments.
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence-based governance practice.
- Clearly identify the agreed roles and responsibilities of the committee and the Nominated Supervisor, evaluate and update these on a regular basis to ensure the efficient and safe implementation of all duties.
- Public Liability Insurance will be maintained at all times and available for inspection at the premises in accordance with regulations 29,30 and 180.

7. Code of Conduct

The Management Committee members will sign a confidentiality agreement (attachment 2) and:

- Commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Management Committee members
- Demonstrate un-conflicted loyalty to the interests of the organisation when acting as a Management Committee member
- Avoid conflicts of interest with respect to their role
- Annually disclose their involvement with other organisations or companies that currently do business or may do business with the organisation
- Immediately disclose to the Management Committee any and all impending conflicts of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making
- Not use information exclusive to Management Committee members for personal gain and will respect the confidentiality of all information obtained during meetings or through their role



- Respect the confidentiality appropriate to issues of a sensitive nature
- Support the Nominated Supervisor with encouragement to attend relevant training and meetings as well as participate in relevant committees.
- Recognise the importance of providing the Nominated Supervisor with the authority to manage the service on a day to day basis without interference. Should there be any concerns about the quality of care and education, these should be addressed with the President of the Committee.

8. The Nominated Supervisor

The Nominated Supervisor is responsible for the day to day management of the service and has a range of responsibilities prescribed in the national law and regulations.

The Nominated Supervisor holds an ex-officio position on the Management Committee and as such will act in an advisory capacity to the Board of Management based on his/her knowledge and understanding of Early Childhood Education, the Preschool regulations, correspondence from the Early Childhood Directorate and staff.

The Nominated Supervisor cannot vote on matters that arise with the Board of Management.

The Nominated Supervisor will be responsible for:

- Assisting with the organisation of parent meetings
- Attending all Board meetings and:
 - presenting a monthly report on the operation of the preschool including any changes that occur with the regulations, any requirement of the regulatory authority and correspondence that comes into the preschool.
 - accounting for his/ her performance as leader and senior employee
 - reporting any staffing issues
 - keeping a careful account of all monies allocated for expenses
- Preparation of a monthly newsletter
- Being aware of the statutory responsibilities of The Children and Young Persons (Care and Protection) Regulation 2012
- Ensuring compliance with the Code of Conduct and be responsible for the care and education of each child attending the service.
- Assisting with recruitment, selection and training of appropriate staff for the service and providing ongoing support, supervision, and professional development for all staff members.
- In consultation with the Approved Provider, purchasing suitable play equipment for the service.
- Planning, developing and implementing appropriate programs for children; providing a range of activities and experiences designed to enhance the social, emotional intellectual, cultural and physical skills of each child, as well as special programs for



children with disabilities and other special needs.

- Ensuring that at all times there is at least one staff member on the premises who is a designated Responsible Person and possesses a current first aid certificate and child protection qualification
- Ensuring that the first aid cabinet is satisfactorily maintained.
- Ensuring that all appropriate records as described by the Regulations are maintained and kept up to date
- Making decisions about the operation of the service in an informed and professional manner
- Ensuring the service's policies are carried out in a competent manner
- Seeking management advice and approval where appropriate.

The Nominated Supervisor is the Responsible Person in charge whilst at the service. If the Nominated Supervisor is absent, the responsible person for that time will sign in as such.

9. Guidelines for Effective Regulation

Regulating work means monitoring, reviewing, and adjusting it to get the right result. Our service will:

- Regularly review the work process.
- Give quick, clear, and direct feedback and instruction that is timely and specific.
- Communicate in writing.
- Avoid under-regulating, over-regulating, and unnecessary meetings.

10. Structure the management committee to add value

To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team through meetings, phone communication, written communication such as letters, notices, and electronic communication including email. In accordance with the Cooperative Rules, meetings of the board must be held at least every three months and may be called or held using any technology consented to by the board, and the consent may be a standing one.



11. Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the National Education and Care Services Law and Regulations, our approved learning framework (EYLF) and the ethical standards in our code of conduct.

12. Safeguard integrity in financial reporting

Each year the board of management sets the preschool budget in order to operate the preschool in a financially solvent manner. The Nominated Supervisor is required to make day-to-day financial decisions within this budget. The nominated Supervisor must inform the board of any changes in circumstances that will impact the preschool's set budget.

Each month the office administrator will submit a financial report to the Board to inform them of the preschool's current financial status.

Throughout the year the Board of Management oversees the budget and is required to have an understanding of the preschool's affairs in order to make well-informed decisions relating to the preschool's financial capacity.

When required, the Nominated Supervisor and the board of Management, will seek professional help from an accountant to advise and guide appropriate financial decision making.

Financial records will be completed and reviewed by an independent auditor annually and made available to all stakeholders.

13. Notification types and timelines

Within 14 days the Approved Provider will notify the regulatory authority of:

- Notice of change in name of approved provider
- Notice of any appointment or removal of a person with management or control of service
- Suspension or cancellation of a working with children card or teacher registration of a nominated supervisor, or disciplinary proceedings of a nominated supervisor under an



education law

Within 7 days the Approved Provider will notify the regulatory authority of:

- Any change relevant to approved provider's fitness and propriety
- The appointment of receivers or liquidators to the approved provider or any matters that affect the financial viability and ongoing operation of the service
- Death of approved provider – within 7 days of the death
- Any change to the hours and days of operation of the service
- Adding nominated supervisor(s) – this will be at least 7 days prior to commencement (or as soon as practicable but no more than 14 days after commencement).
- A nominated supervisor is no longer employed at the service, is removed from the role or withdraws consent to the nomination
- Any proposed change to the premises
- Ceasing to operate the education and care service
- Any circumstance at the service that poses a risk to the health, safety or wellbeing of a child attending the service
- Any incident where the approved provider reasonably believes that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the service
- Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is being educated and cared for by the service

Within 24 hours the Approved Provider will notify the regulatory authority of:

- Serious incident - Death of a child
- Serious incident - Any incident involving serious illness of a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital
- Serious incident - Any incident involving serious injury or trauma to a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital, or a reasonable person would consider that the child would require urgent attention from a registered medical practitioner
- Serious incident - Any emergency for which emergency services attended
- Serious incident - A child is missing or cannot be accounted for or appears to have been removed from the premises by a person not authorised by a parent
- Serious incident - A child is mistakenly locked in or out of the premises or any part of the premises
- Any complaint alleging that a serious incident has occurred or is occurring at an education and care service, or the National Law has been contravened (refer to Serious Incidents outlined in table above)
- Any incident that requires the approved provider to close, or reduce the number of children attending the service for a period
- The centre-based service is educating and caring for extra child/ren due to an emergency



Within 14 days the Approved Provider will notify the parents of:

- Policies: parents of children enrolled at the service are notified before making any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service; the family's ability to utilise the service; any change that will affect the fees charged or the way in which fees are collected.
- Voluntary suspension of provider approval: approved provider must notify the parents of children enrolled at the services operated by the approved provider

As soon as is practicable the Approved Provider will notify the parents of:

- A parent of a child being educated and cared for by the service is to be notified if the child is involved in any incident, injury, trauma or illness while at the service (no more than 24 hours after the incident).
- If there is an occurrence of an infectious disease at a centre-based service, the approved provider of the service must ensure that a parent or an authorised emergency contact of each child is notified of the occurrence.
- If medication is administered in case of an anaphylaxis or asthma emergency, the approved provider or a nominated supervisor of the service or family day care educator must ensure that a parent and emergency services are notified.

14. Record Keeping

The approved provider will ensure that records and documents are kept at the service in accordance with regulation 183. They will be stored in accordance with the service Privacy policy and access granted as per regulation 177. These include:

- Liability Insurance
- Self assessment tool
- Children's records
- Staff, volunteer and student records
- Compliance History

15. Self assessment tool

The Board/Management will direct its activities towards achieving the organisation's goals and implementing the organisation's Self assessment tool by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules, the service's Philosophy, The Service Agreement and conditions set down by the regulatory authority NSW.



16. Commitment to the Community

In carrying out its responsibilities, the Management Committee undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's members, employees and families and children using the service. The Board of Management will support and encourage the involvement of parents and families by:

- Developing and implementing plans to ensure regular communication with families including advice about events, activities, and policy updates.
- Enabling them to have access and provide input to reviews of policies and procedures.
- Providing space for private consultations.
- Providing and displaying a range of information about relevant issues.
- Ensuring all policies and procedures are followed including the Privacy and Confidentiality Policy.

17. Employer responsibilities

The Management Committee is the employer of all staff of the organisation and are responsible for the management and control of the organisation as the Approved Provider of education and care under the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.

The Approved Provider will remunerate fairly and responsibly, in accordance with staff Enterprise Agreements.

18. Keeping Children Safe

There is an implicit understanding that the rights of the child are paramount in all decision making.

The Approved Provider will:

- Ensure the Nominated Supervisor complies with their responsibilities under the national law and regulations.
- Follow policies and procedures including the Interactions with Children Policy, Child Protection Policy and Privacy and Confidentiality Policy.
- Ensure that children are provided with the experiences and learning which allows them



to develop their identities, wellbeing and social connection.

- Take every reasonable precaution to protect children from harm and any hazard likely to cause injury and follow service policies including those covering Workplace Health and Safety, Excursions and the Delivery and Collection of Children.
- Undertake and complete regular risk assessments and safety checks.

19. Links to Relevant Standards and Frameworks

National Quality Standards		
QA6	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
QA7	7.1	Governance supports the operation of a quality service
	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.

20. Links to Regulations, Law and Legislation

[Education and Care Services National Regulations \(2011\): 168. 177. 181. 182. 183. 184](#)

[Education and Care Services National Law Act 2010](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

[Privacy Act 1988 \(Cth\)](#)

[Privacy Regulation 2013](#)

[NSW Association Incorporation Act 2009](#)

[Co-operatives National Law](#)

[Co-operative \(Adoption of National Law\) Act 2012 No 29](#)

21. Sources

[Guide to the National Quality Framework \(2018\):](#)



22. Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 24 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

23. Version Control Table

Version Control	Date Released	Next review	Approved By	Amendment
1	June 2018	June 2020	Tricia Brown	
2	May 2020	May 2022	Tricia Brown	Time frames for reporting added as per ACECQA requirements. Financial integrity added Sources and legislation updated Formatting and new heading added
3	March 2023	March 2025	Rochelle Hewett	