

MANAGEMENT COMMITTEE POLICY

The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Service. When they are involved in decision-making processes, families and the community are more likely to understand the scope of the Service'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 Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
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 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.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

RELATED POLICIES

Code of Conduct Policy Confidentiality Policy Grievance Policy Family Communication Policy Child Safe Environment Policy Work Health & Safety Policy	Governance Policy Social Media Policy Writing and Reviewing and Maintaining Policies Staffing Arrangements Policy
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PURPOSE

We are committed to providing a strong Management Committee team who are aware of their roles and responsibilities to the Service, children, families, educators, and community. The Management Committee will adhere to Education and Care Services National Law and Regulations and the National

Quality Standard, ensuring positive working relationships are formed. The Management Committee will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service's philosophy.

SCOPE

This policy applies to management, educators, and families of the Service.

IMPLEMENTATION

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

The Management Committee is elected each year at our Annual General Meeting (AGM). The members of the committee include: Executive Committee (Chairperson, Deputy Chairperson, Treasurer, Secretary), Approved Provider, Nominated Supervisor/Director, parent representatives.

The Management Committee has an overall responsibility for the sustainability and relevance of the Service. 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 Service philosophy, policies and procedures and provide feedback to ensure continual improvement.

IN RELATION TO THE SERVICE:

- Committee members must ensure they take their role and responsibilities seriously
- All members must adhere to the Service's Code of Conduct and Confidentiality Policy
- All members of the Management Committee must have a valid Working with Children Check
- Service 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 ensure all ideas and concerns are recognised and addressed in a professional and timely manner
- Written information regarding the Service's management structure will always be available to families.
- 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), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
- Meetings are held every two months or as needed on Monday of the month from 6:30PM to 8:30PM.
- Families may request minutes, meeting schedules, and/or agendas to be viewed in the office.
- The Management Committee will be made aware of the Service's grievance policy and procedure.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

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

Essentially, the Management Committee has four vital roles of support and the Director contribute to these functions

- **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 Service's community informed of Committee decisions, new policies, events, etc.
- **Policy development:** Reviewing the Service's policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor.

SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

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).

REVIEW

POLICY REVIEWED	DECEMBER 2020	NEXT REVIEW DATE	DECEMBER 2021
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