

# Ballina River Street Children’s Centre

## 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, families and the community are more likely to understand decisions and make a commitment to support the Service.

### National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	<b>Governance</b>	Governance supports the operation of a quality service
7.1.1	<b>Service philosophy and purposes</b>	A statement of philosophy guides all aspects of the service’s operations
7.1.2	<b>Management Systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	<b>Roles and Responsibilities</b>	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	<b>Leadership</b>	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.1	<b>Continuous improvement</b>	There is an effective self-assessment and quality improvement process In place
7.2.2	<b>Educational leadership</b>	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle

### PURPOSE

We are committed to providing a strong management committee team who are aware of their roles and responsibilities to the Service(BRSCC), children, families, teachers, educators and community. The Management Committee will adhere to Education and Care Services National 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(BRSCC) philosophy.

### SCOPE

This policy applies to management, teachers, educators and families of the Service(BRSCC).

## **IMPLEMENTATION**

The Management Committee is a way to give families a say in what happens within our Service(BRSCC). We believe in providing families with the opportunity to work in partnerships with our managing team (Centre Director, Educational Leader and Administration Officer) to assist in making decisions about how our Service(BRSCC) is operating, including policy review and practice which is reflective of our Service's (BRSCC) philosophy.

The Management Committee is elected each year at our Annual General Meeting. The members of the committee include: Executive Committee (President, Vice-President, Treasurer, Secretary and 3 general members and the Centre Director.

### **In relation to the Service:**

- The Management Committee will be involved along with families, Teachers 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.
- The Centre Director/Nominated Supervisor will seek assistance from families in the way of a Management Committee to represent the family body of the Service(BRSCC) in respect to Policy decisions and any other areas of interest.
- Written information regarding the Service's management structure will always be made available to families.
- Whilst the Nominated Supervisor is responsible for the day to day running of the Service(BRSCC), it is to be in line with the decisions of the Management Committee.
- The members of the Parent Management Committee, (other than the Nominated Supervisor and Public Officer), are elected by those families who attend the Service(BRSCC). Families may join the committee at our AGM held at the beginning of the year.
- Meetings are held twice a term on a Wednesday afternoon – 4.00pm -5.30pm (children welcome).
- A copy of the minutes of Management Committee meetings is available. Notices and agendas of forthcoming meetings are emailed to members of the parent Management Committee before each meeting requesting ideas or agenda items
- The Management Committee will be made aware of the Service's grievance policy and procedure.

### **Functions of the Management Committee:**

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 – budgets and viability of BRSCC for the future etc.
- Communication - keeping the Service's community informed of Committee decisions, new policies and events etc.
- Future planning - being actively involved in the (BRSCC)Service's Quality Improvement Plan and the Professional Development Plan for the Service(BRSCC).
- Policy development – formulating and updating the (BRSCC)Service's policies and philosophies. The Nominated Supervisor, families, teachers and educators 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.

## Source

- Australian Children’s Education & Care Quality Authority. (2014).
- 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
- Revised National Quality Standards
- Childcare Centre Desktop Policies – [www.childcarecentredesktop.com.au](http://www.childcarecentredesktop.com.au)

## Review

Date Reviewed	Modifications	Next Policy Review Date
January 2018	Changes made to policy format and updated references to comply with the revised National Quality Standard	December 2018