Governance Policy

Quality Area 7: Leadership and service management

Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community.
Standard 7.2: There is a commitment to continuous improvement.
Standard 7.3: Administrative systems enable the effective management of a quality Service.

Education and Care Services National Regulations 2011: Regulation 168(2) (I)

The governance of a Service is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a Service. Management are responsible for setting the directions and ensuring that its goals and objectives are met in line with its philosophy, and all legal and regulatory requirements governing the operation are met.

Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records.

FOUNDATION OF GOVERNANCE

The foundation of the governance systems at our Service for which the Licensee is responsible for include:

- The service pursues its stated purpose and remains viable incorporating budget and financial accountability and making best use of the service’s resources
- The service manages risks appropriately

LEADERSHIP, PLANNING AND OVERSEEING

Provide leadership, forward planning and direction to the service, particularly in relation to developing a progressive culture and clear directions.

Accountability and Control

- Monitor and oversee management ensuring that good management practices and appropriate checks are in place
- Be accountable to all stakeholders of the service
- Maintain focus, integrity and quality of service as stated in the Code of Ethics - Early Childhood Australia and in the Service’s philosophy.
- Manage and facilitate any legal responsibilities that may occur
LEGAL RESPONSIBILITIES OF EDUCATIONAL CARE PROVIDER/ NOMINATED SUPERVISOR

The EDUCATIONAL CARE PROVIDER/NOMINATED SUPERVISOR is responsible to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed, ensuring that:

- Adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service
- Appropriate systems are in place to monitor compliance
- Reasonable care and skill is exercised in fulfilling the roles as part of the governing body of the service / reasonable care and skill is exercised in fulfilling the role as the Nominated Supervisor of the service
- They act honestly, and with due care and diligence
- They do not improperly use information they have access to, by virtue of being on the Committee / Nominated Supervisor
- They do not use their position on the Committee / as Nominated Supervisor for personal gain or put individual interests ahead of responsibilities

RESPONSIBILITIES OF THE EDUCATIONAL CARE PROVIDER/NOMINATED SUPERVISOR

Developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Service and the stated aims of the service, and have a clear and agreed philosophy which guides business decisions and the work of Management and staff

- Ensuring there is a sound foundation of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the service to be in line with the Service’s philosophy and goals
- Establishing clearly defined roles and responsibilities for the members of the Management Committee and staff, individually and as a collective - clearly articulate the relationship between all stakeholders
- Developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of the Service’s expectations
- Undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the Service
- Ensuring that the actions of and decisions made by the Management Committee/ Nominated Supervisor are clear and consistent and will help build confidence in all stakeholders
- Reviewing the Service’s budget and monitoring financial performance and management to ensure the service is solvent at all times, and has good financial strength

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• Approving annual financial statements and providing required reports to government setting and maintaining appropriate delegations and internal controls

• Appointing staff and monitoring their performance

• Evaluating and improving the performance of the Management Committee

• Focusing on the directions of the Service and avoiding involvement in day-to-day operational decisions, particularly where the authority is delegated to senior management staff within the Service. (Only applicable to Management Committee structures)

• Management Committee meetings, held 8 times per year. Dates are advised via Newsletter

• The effectiveness of the Service is dependent on a well-defined partnership between the Management Committee and the Nominated Supervisor. The partnership requires clear understanding of roles and responsibilities, and regular and open communication

• The Management Committee will ensure that the requirements of the funding bodies are met, as set out in guidelines and funding agreements

• Families will be encouraged to participate in sub-committees where they must present their recommendations to the Management Committee for endorsement prior to any action

• Sub-committees cannot make decisions or act on behalf of the Centre without Management Committee endorsement

CONFIDENTIALITY

All members of the Management Committee / Nominated Supervisor and senior staff who gain access to confidential, commercially-sensitive information, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law

Members of the Management Committee / Nominated Supervisor, Senior Staff will respect the confidentiality of those documents and deliberations at meetings, and will not:

• Disclose to anyone the confidential information acquired by virtue of their position on the Management Committee

• Use any information so acquired for their personal or financial benefit, or for the benefit of any other person

• Permit any unauthorised person to inspect, or have access to any confidential documents or other information.

This obligation, placed on a member of the Committee of Management or subcommittee, shall continue even after the individual has completed their term and is no longer on the Management Committee/ Nominated Supervisor, Senior Staff.
The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Management Committee.

**ETHICAL PRACTICE**

All major stakeholders of the Service are expected to act in an ethical and respectful manner:

- Colleague's and families, children, members of the community and other stakeholders are to be treated respectfully and professionally at all times
- Those with differing opinions are to be respectfully and mutually considered
- To respect cultural differences and diversity by making every effort to encourage and include all children, families and the greater community of diverse backgrounds in the program and represented within the Service’s policies
- To be open and consistent in making decisions and experiences, and if that is not possible, explaining why
- To work to the standards set under the National Quality Framework and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered
- To be an active contributor to the Service’s Quality Improvement Plan
- To disclose conflicts of interest as soon as they arise and effectively managing them (refer to Attachment 1 – Sample Conflict of interest disclosure statement)
- To recognise the support and operational contributions of others in an appropriate manner
- To assess and minimise the adverse impacts of decisions and activities on the natural environment
- To be aware and act accordingly to the Service’s philosophy and the Code of Ethics- Early Childhood Australia

**MANAGING CONFLICTS OF INTEREST**

Conflicts of interest, whether actual, potential or perceived, must be declared by all members of the Management Committee/Nominated Supervisor, Senior Staff and managed effectively to ensure integrity (refer to Attachment 1 – Sample Conflict of interest disclosure statement)

Every stakeholder that is in a position of management has a responsibility to ensure their transactions, external business interests and relationships will not provide potential conflicts and to make such disclosures in a timely manner as they arise

The following process will be followed to manage any conflicts of interest:

1. Whenever there is a conflict of interest, the member concerned must notify the President / Licensee of such conflict, as soon as possible after identifying the conflict
2. The member who is conflicted must not be present during the meeting of the Management Committee or Management meeting where the matter is being discussed, or participate in

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any decisions made on that matter. The member concerned must provide the committee / Licensee with any and all relevant information they possess on the particular matter.

3. The minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict.

4. A Conflict of interest disclosure statement (refer to Attachment 1) must be completed by each member of the Management Committee / Staff member upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the President / Licensee, and revise the disclosure statement accordingly.

This policy was made with consideration to Associations Incorporation Act 1981 and Corporations Act 2001, as applicable to the Service, Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and National Quality Standards.

Date that the policy was last updated or revised: January 2015

19/02/2015

Signed by: Nadiya.Khan@aiic.qld.edu.au

Australian International Islamic College Kindy

(See Attachment 1: next page)
ATTACHMENT 1
Sample Conflict of interest disclosure statement

<table>
<thead>
<tr>
<th>Name (in full):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address:</td>
<td></td>
</tr>
<tr>
<td>Position on Management Committee/Position on Staffing Team</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:**
I hereby declare the following conflict of interest: (Note: tick all applicable boxes)

- [ ] ACTUAL
- [ ] POTENTIAL
- [ ] PERCEIVED

Please provide a brief outline of the nature of the conflict (details may be included in a separate confidential envelope, if appropriate).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please detail the arrangements proposed to resolve/manage the conflict (details may be included in a separate confidential envelope, if appropriate).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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I, (insert name in full) ______________________________ hereby agree to:

• Update this disclosure throughout the period of my tenure on the Management Committee/ employment period at the Service

• Participate on the Management Committee/ member of staff under the guidelines as stated in the Service’s Policy Manual.

• Comply with any conditions or restrictions imposed by the Management Committee/Licensee to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

________________________ Signed ___________________________ Date