

## Governance and Service Management Policy Introduction

Weldon Children's Services is a not for profit company limited by guarantee.

Weldon Children's Services has a volunteer Board of Directors (Board). An Executive Team engaged by the Board manages Weldon school age, early childhood and family support programs.

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Weldon Children's Services recognise 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, care and leisure programs.

### Our Policy in Action

To ensure our organisation has good governance we will:

- Conduct our affairs legally, ethically and with integrity
- Identify organisational risks and legal obligations and manage these through policies and relevant processes
- Ensure that mechanisms are in place for fair and transparent governance

### Statutory Legislation and Considerations

- Education and Care Services National 2010
- Education and Care Services National Regulations 2011
- Children (Education and Care) Supplementary Provisions Act 2011 and the Children (Education and Care Services) Supplementary Provisions Regulation 2004
- Corporations Act
- Privacy Act (Cth) 1988

### Strategies for Policy Implementation Management

The Board is accountable to company stakeholders e.g. families, children, staff and regulatory authorities for the performance of the organisation.

#### Role of The Board

The Board has overall responsibility for the sustainability and relevance of Weldon Children's Services. The Board will direct its activities towards achieving the organisation's goals and implementing the organisation's Quality Improvement Plans by guiding and monitoring the organisation's business and affairs in line with the objects as set out in the organisation's rules and in line with the organisation's philosophy.

In carrying out its responsibilities, the Board undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's employees and families and children attending our programs. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

The Board is the employer of all staff of the organisation and is responsible for the management and control of the organisation as the Approved Provider of education and care under the Children (Education and Care Services National Law Application) Act 2010 and the Education and Care Services

National Regulations 2011. And in the case of the Weldon Occasional Care program: the Children (Education and Care) Supplementary Provisions Act 2011 and the Children (Education and Care Services) Supplementary Provisions Regulation 2004.

### Policies

#### We will:

- Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the programs must comply with
- Ensure that these policies comply with relevant legislation
- Update these policies on a regular basis

### Compliance Measures

#### We will:

- Ensure that mechanisms are in place such as compliance tools and a compliance calendar to confirm that the organisation's policies are implemented
- Prepare a sample service summary sheet for new Board members

### The Constitution

#### We will:

- Ensure that the organisation's constitution is followed at all times
- Ensure that the constitution is reviewed at least every three years
- Ensure that each new member of the Board is provided with a copy of the organisation's constitution and Quality Improvement Plans on their appointment to the Board

### Board Powers

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

In addition, the Board 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 Board delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the General Manager.

In discharging its powers, each Director member will be bound by the Corporations Act, the Constitution and all policies of the organisation.

The Board's authority includes:

- Overseeing the organisation including its control and accountability systems
- Appointing and removing the General Manager
- 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 General Manager's performance and implementation of strategy
- Approving and monitoring financial and other reporting
- 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

### Risk Management

#### The Board will:

- Ensure the organisation operates with and to a valid Constitution and that all governance and management practices of the Board and staff align with the Constitution
- Demonstrate achievement of this through accessible meeting minutes and Board self assessments
- Assist Board members to receive ongoing support and professional development in the implementation of effective and evidence based governance practice

### Code of Conduct

#### Board members will:

- Commit themselves members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Board members
- Demonstrate un-conflicted loyalty to the interests of the organisation when acting as a Board 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 Board any/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 Board 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

### Evaluation

- The organisation is recognised for effective governance management practices
- The organisation's philosophy is adhered to, its goals are reached and it continues its quality improvement journey
- Organisational risks and legal obligations are identified and managed through policies and relevant processes

### National Quality Framework

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: 168 (2) (I), 170, 171, and 172

National Quality Standard for Early Childhood Education and Care and School Age Care

QA7 Standard: 7.1 Element 7.1.2

### Procedures

Weldon procedures that support the implementation of this policy:

Confidentiality statement – covered at induction

Educator/staff Code of Ethics

Complaints and Feedback

Privacy statement – covered at induction

### Links to other policies

- Confidentiality and Privacy
- Confidentiality of records
- Equal Opportunity
- Family Communication and Participation/ Partnership and Communication with families
- Complaints and Feedback
- Interactions with Children
- Medical Conditions
- Record Keeping/Records Management
- Work Health and Safety

### Sources

- Community Child Care NSW NQF in a Box – policies
- IPSP Library – policies