

# Governance and Management Policy



<b>Policy Relevant to:</b>	All staff, Educators & families
<b>Last Reviewed:</b>	August 2020
<b>Next Review:</b>	August 2023
<b>NQF:</b>	7.1, 7.1.2, 7.1.3, 7.2, 7.3, 7.3.1
<b>NQS:</b>	168, 177-184, 185
<b>National Law:</b>	175 (1)

## Policy Statement

Adventure Patch is a community based, not for profit Company Limited by Guarantee, governed by a voluntary Board of Directors who uphold, relevant legislation, policies & procedures, philosophy, values and constitution.

Adventure Patch services strive to function as an inclusive learning community and acknowledge that leadership and management contribute to quality environments for children's learning and development. We work collaborative with children and their families to maintain a clear purpose and shared values.

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

## Purpose

Adventure Patch will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework.

All approved child care providers must be familiar with and comply with the legislation and legislative instruments that form Family Assistance Law.

Underpinning these are well-documented policies and procedures, well-maintained records, confidentiality and reflective practices. Continuous improvement is achieved by implementing cycles of planning and review in consultation with children and their families.

Adventure Patch will protect the privacy, dignity and confidentiality of individuals associated with the organisation by ensuring that all records and information regarding individual children, parents, educators, staff and management are accurate and maintained in a confidential and secure manner. Information will only be accessed by or disclosed to authorised people who need the information to fulfil their responsibilities at the service or have a legal right to do so.

## Goals

To ensure Adventure Patch has good governance we will:

- Conduct our affairs legally, ethically and with integrity.
- Provide effective leadership based on a culture of openness and trust.
- Employ a skilled and engaged workforce.



- 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.
- Manage change for continuous improvement to achieve funding, regulatory and legislative compliance and best practice.
- Ensure the long term viability of our services for our community.

## The relationship between Governance and Management

In the simplest terms, Boards are responsible for oversight, planning and management, takes care of the daily operations. The breakdown in the duties and responsibilities for each section are much more extensive. Whether you take a broad or narrow approach to the difference between governance and management, the differences are specific and distinct.

Those who know their roles well also understand the importance of not blurring the lines between the two roles. When Board directors and managers stay in their own lanes, corporations are more likely to run smoothly.

### Definitions

#### Governance

Corporate governance is the framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in corporations. It encompasses the mechanisms by which companies, and those in control, are held to account.

#### Management

Management decisions support and implement the Board's goals and values. Managers make routine operational decisions and handle all of the administrative work that makes the operations tick.

### Resources

*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulations*  
*2011 National Quality Standards 201*  
*Department of Education Tas*

