

Governance and Management Policy



Policy Relevant to:	All educators, Team members and families
Last Reviewed:	October 2023
Next Review:	August 2025
NQF:	29, 31, 55, 56, 73, 74, 84, 85, 177B, 157, 157, 161, 162, 167, 168, 170, 171, 172, 173, 173, 176, 177, 180, 181-185
NQS:	7.1, 7.1.2, 7.1.3, 7.2, 7.2.1, 7.2.2, 7.2.3
National Law:	S13, S14, S21, S51, S162, S172, S173, S174, S175, S188
Related Legislation:	Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

Rationale

The Governance and Management Policy provides the overall direction, effectiveness, supervision and accountability of Adventure Patch. Adventure Patch management is responsible for guiding the direction of our services, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the service.

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, the Early Years Learning Framework and My Time Our Place (school aged children).

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, team members 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.

Implementation

Under the Education and Care Services National Regulations, Adventure Patch must ensure that policies and procedures are in place in relation to the governance and management of our services (regulation 168) and that we take reasonable steps to ensure those policies and procedures are followed (regulation 170). ACECQA 2021

Definitions

Governance:

Governance is the process that directs and controls organisations, ensuring accountability, and supporting decision making. Adventure Patch management accept the legal responsibilities associated with establishing, administering, and maintaining services, and ensure 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.

Management may include Persons with management or control of the service (PMC) as defined by ACECQA. Persons with management or control may *participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service* (ACECQA 2023).

The relationship between Governance and Management

In the simplest terms, Boards are responsible for oversight, planning and management, while 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.

Adventure Patch will:

- Conduct our affairs legally, ethically and with integrity.
- Provide effective leadership, through the Executive Leadership Team, based on a culture of openness and trust.
- Employ a skilled and engaged workforce, refer to *Educator Staffing Arrangements Policy and Procedure*
- Identify organisational risks and legal obligations and manage these through Risk Management Framework
- 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.

Related Policies

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Arrival and Departure of Children Policy CCS Governance Policy Child Protection Policy Code of Conduct Complaints and Grievances Policy (Families) Educator Staffing Arrangements Policy Emergency and Evacuation Policy Enrolment Policy Infectious Diseases Policy Interactions with Children Policy Orientation Policy	Medical Conditions Policy Nutrition Policy Payment of Fees Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Environment Policy Sleep and Rest Policy Staffing Arrangements Policy Sun Safety Policy Transportation Policy Water Safety Policy
--	---


Resources

Department of Education Tas
 Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Governance and Management Guidelines*.
 Australian Government. Department of Education. *Child Care Provider Handbook*. (2022)
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
 Early Childhood Australia Code of Ethics. (2016).
 Early Learning Association Australia (ELLA) *Employee management and development kit* (2014)
<https://elaa.org.au/resources/free-resources/employee-management-development-kit/>
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (2011). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).
Work Health and Safety Act 2011 (Cth).

Review History

Policy Reviewed By:	Tim Short	CEO	October 2023
POLICY REVIEWED	October 2023	NEXT REVIEW DATE	
Modifications	<ul style="list-style-type: none"> policy maintenance - no major changes to policy hyperlinks checked and repaired as required added related policies list 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
	<ul style="list-style-type: none"> 		

Signed

CEO:	
Manager:	S. Norris