# GOVERNANCE & MANAGEMENT POLICY

# *Rationale:*

* Avonside Early Childhood Centre is governed by a volunteer community Board of Trustees who ensure that the Centre meets the necessary guidelines and regulations and focuses on ensuring the service meets the needs of the community and is sustainable over time. The governing body has the responsibility for the long-term health and prosperity of the service. It includes: designing and putting into words a vision of what the service will be like in the future; making sure the service will provide high quality early childhood education for children in two years, five years and beyond; to manage long-term projects or issues rather than day to day matters.

***Purpose:***

* To ensure that those involved in providing early childhood care and education understand their roles and responsibilities and ensure transparent procedures.
* To know what is required and expected to ensure that people taking on the different roles have the knowledge and skills required.
* To ensure that the Board of Trustees are supported in undertaking their roles and responsibilities.
* To ensure the Finance Manager are supported whilst undertaking the management and administration of the day to day running of the business and that the service’s reporting and requirements are met. The Finance Manager reports directly to the Board of Governance.
* To ensure the Centre Manager is supported whilst undertaking the responsibility for: the delivery of quality teaching and learning programmes for children; positive communication with parents/caregivers and whānau; including the care, comfort, education, health and safety of the children and are responsible for supervising other staff as they work with children.
* To ensure that families and the community are informed about what is happening at the service ensuring your service keeps families and the community informed and involved.
* setting the direction for the service with performance targets and exercising control by measuring performance against the targets you have set
* Making sure the service has the capacity by way of staff, premises/equipment and money to fulfil things the centre needs to operate.
* understanding what risks the service might incur and having a plan to minimise them
* Regular reporting.
* do not use your position for advantage (your responsibility is to the service and you must not try and gain a personal benefit)
* comply with legislation and the Ministry of Education’s requirements
* making sure the service provides quality education for the children so that families will choose this service
* making sure your service meets the needs of families, both now and in the future, the community, staff, the Ministry, the Education Review Office and other interested parties
* meet all your responsibilities on time and at all times act in the best interests of the service
* defining the purpose, values/beliefs and aims of the centre by developing written policies and procedures, preparing and reviewing the Statement of Philosophy developing and following through on policies
* To set and follow the short and long term goals of the Centre through annual, strategic and financial planning.

Reviewing progress and responsibilities as described

* Person Responsible/ Senior Teacher is responsible for the day-to-day running of the Teaching at the Centre this includes the care, comfort, education, health and safety of the children.
* To maintain confidence and trust and ensure the privacy of all personal information collected, used and retained is protected at all times in a professional confidential manner.
* **Management group** who will be able to attend meetings regularly, assist with decision making and help manage the service.
* The management group is formed at the Annual General Meeting and includes the Centre Manager, Finance Manager and a Board of Trustee/Chairperson
* exercise a ‘duty of care’ and act honestly

Last review:

Next review: October 2019 as per Policy Review Schedule

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Trustees

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Centre Management

**Procedures Condensed**

1. ***Board of Trustees***

The Board of Trustees is the governing body for Avonside Early Childhood Centre. The Board of Trustees must, at all times, adhere to the Deed. The Board of Trustees shall explain to all new Trustees and Members, the responsibility of becoming a Trustee or Member of the Board, for the long term health and prosperity of the centre.

The Board will review the performance of all key tasks, both as a Board as a whole and that of individual Board Trustees including the Board Chairperson.

The Board of Trustees will govern without prejudice, act honestly, exercising a ‘duty of care’ to the board. Board Members act with professionalism, integrity and courtesy needed to ensure that we provide a quality education to our Centre whānau and that a pleasant and safe working environment exists for all staff. The Trustees and Members must meet not less than 6 times a year, to made decisions for the long-term health and prosperity of the centre and in the best interest of the centre at all times.

1. ***Confidentiality & Privacy***

Avonside Early Childhood Centre is committed to maintaining the confidence and trust of our staff and families/whanau that attend our Centre by ensuring the privacy of information we hold reflects the requirements of the Privacy Act 1993.

1. ***Concerns & Complaints***

Avonside Early Childhood Centre encourages parents to discuss issues or problems that may arise directly with staff or management and we undertake to find solutions as soon as possible. We view constructive criticism positively and it is very important that the users of our centre are happy with the service provided.

An attempt will be made to resolve all issues in a supportive, nurturing manner. All issues raised will be taken seriously and acted on at the earliest possible opportunity.

The staff and management at the centre are resolved to communicate openly and honestly with our community, we trust that you, the members of our community, feel safe enough to reciprocate in the same manner.

1. ***Finance***

The Board, Management and staff have statutory responsibility to ensure that all equity funding received will be used appropriately and accounted for accurately.

The Board of Trustees will be employ the services of an accountancy firm to carry out all accountancy and audit services to meet accountability requirements by such bodies involved with the business.

The Board of Trustees will offer a sustainable service to the community ensuring the Centre remains financially viable.

1. ***Enrolment and Attendance***

To operate rolls to capacity, ensure all regulations are met and maintain a high standard of accountability.

To ensure rolls are managed in such a manner that the centre remains financially viable.

To ensure the appropriate enrolment details are collated and maintained.

To comply with the Ministry of Education requirements or record keeping and keep evidence of enrolment and attendance for the proper timescales.

1. ***Definitions of Responsibility***

The Person Responsible in the centre will be shown on the information board at the entry point. The Centre Manager will be the person responsible at the centre. If the Centre Manager is absent, a nominated staff member will assume the responsibility and this will be shown on the information board for that day.

The Contact Person responsible in the centre to act on behalf of the Board of Trustees is the Centre Manager.

The Service Provider responsible in the centre will be shown on the information board at the entry point. The Service Provider for the centre is the Board of Trustees and the Chairperson will be the named person for communication.

1. ***Fees***

To provide information for whānau about the costs involved in enrolling their child at the centre. To ensure that fee-paying whānau feel supported and able to make informed decisions about enrolment and bookings.

1. ***Communication***

Avonside Early Childhood Centre encourages communication that works both ways to encourage open discussion that may bring positive change. Parents will be encouraged to discuss issues or problems that may arise directly with staff or management and the Centre will undertake to find solutions as soon as possible. We view constructive criticism positively and it is very important that the users of our Centre are happy with the total service provided.

An attempt will be made to resolve all issues in a supportive, nurturing manner. All issues raised will be taken seriously and acted on at the earliest possible opportunity. The Board, Management and Staff at the Centre are resolved to communicate openly and honestly with our community, we trust that you, the members of our community, feel safe enough to reciprocate in the same manner.

1. ***Building, Equipment & Maintenance***

The maintenance and repairs of the building and equipment are the responsibility of the Avonside Early Childhood Centre Management and Board. There will be provision in the annual budget for building and equipment maintenance.

Any maintenance work that is deemed urgent by either disrupting the opening hours of the centre, or endangering the health and safety of the children and/or staff shall be dealt with immediately.

The Centre will ensure that the building remains, at all times, safe clean and functional.

1. ***Policy Review***

To ensure there is clarity and accountability around policy review and creation processes.

All policies and procedures will be part of a three yearly review schedule. Policies may be reviewed spontaneously as part of the internal review process or as required by the Board of Trustees or Management.

**Other contents**

1. ***Strategic Plan***
2. ***Emergency Management Plan***
3. ***Information for Parents***
4. ***Information for Staff***
5. ***Information for Board Members***