



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 7: SERVICE MANAGEMENT

## Policy 17: Governance and management of the service, including confidentiality of records

### Site Governance

Site Governance is the partnership between Madge Sexton Kindergarten's local community as represented on its Governing Council, and the site leader (Director) working together to develop the future directions for the site. Jointly they monitor and report progress to continually enhance the performance of Madge Sexton Kindergarten and the achievement of its children.

In order to assist Governing Council members and potential members, DECD has developed guidelines that provide advice on the structure, membership, roles and functions of Councils and their committees, meeting procedures, constitutions and support available. This can be found at:

<http://www.decd.sa.gov.au/docs/documents/1/SiteGovernanceGuidelines.doc>

Site Governance occurs at the planning, monitoring and reporting levels, and is achieved through a partnership between the governing council and the site staff.

All Governing councils operate with a signed Constitution and behave in line with the Code of practice.

### What is Site Governance?

Governance refers to the systems and processes by which strategic directions, policy and the future vision of a school/preschool are decided, monitored, reviewed and reported against to continually enhance the performance of a school/preschool and the achievement of its students.

Site Governance is founded on a Legal Framework including the Education Act 1972, the Children's Services Act and the Administrative Instructions and Guidelines.

Site Governance in schools and preschools is the joint responsibility of the governing council and the principal/preschool director. Governance also involves accountability to both the local community and the Minister.

In addition, schools and preschools as individual parts of a public education system are bound by system policies and procedures. The principal is held accountable for these.

The decisions of a governing council must:

- represent the views of the local community about the priorities and educational needs of the students/children in those communities;
- support the principal/preschool director to carry out their accountability to the Chief Executive.

### Staff Communication Processes with Governing Council Committee

The Governing Council Committee (and each individual member) formally communicates with the staff of the Madge Sexton Kindergarten through the Director. However, the Director may delegate another staff member to deal with or assist the Governing Council Committee, its Sub-Committee or individual members, either generally or on particular matters. Notwithstanding such delegation, the Director remains responsible for the actions and performance of all staff members.

Mutual respect should exist at all times between Governing Council Committee members and staff, and recognition be given of the complementary roles of each. The Governing Council Committee should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue.

Any Governing Council Committee or individual member's complaint regarding any Madge Sexton Kindergarten staff member must be facilitated through the Director.

### Individual Roles within the Governing Council Committee

The following is an outline of the roles of the Governing Council Committee. Please keep in mind these roles may vary from year to year according to the needs of Madge Sexton Kindergarten:

#### Chairperson

The president's role encompasses three broad areas:

- leadership
- public relations
- liaison

To be effective in these areas it is important that the Chairperson has awareness and an understanding of the needs of children and families and the role of the preschool within the community.

The Chairperson has the task of making sure the committee is running smoothly and is achieving its aims.

Key responsibilities include:-

- Be the Committee's delegated authority as Provider of the Centre
- Lead the Centre's vision and mission and achievement of the organisations goals
- Being spokesperson for the preschool, representing the preschool in the community and with the council.

- Making sure the twice a term committee meetings are held and subsequent meetings organised in advance. Proper notice must be given and a quorum of members (3) must be present. (A quorum is a specific number of members required to be present at a committee meeting and is defined in the constitution or rules of the preschool).
- Develop the agenda: this should be done in consultation with other committee members and the director (it is important that there be a process available for members of the association and staff to include items for discussion on the agenda).
- To chair meetings: this entails working through the agenda, prioritising agenda items if time is limited, ensuring discussion remains relevant, keeping discussions to appropriate time, allowing everyone to have an opportunity to put forth their opinions and signing the minutes after they have been confirmed. It is essential that the chairperson have knowledge of procedures and run meetings in accordance with the rules of the pre-school.
- Provide and co-ordinate other reports required (e.g. director's, treasurer's).
- Prepare and deliver a detailed annual report at the AGM of the association.
- Communicate regularly with other members of the committee and staff, keeping-on-track tasks that have been allocated, ensuring committee members are kept informed and involved between meetings. Staying in touch with day to day happenings.
- Making sure all decisions made at meetings are followed through.
- Acting on behalf of the committee in between meetings. When emergencies happen the president may organise a meeting with executive members of the committee to make decisions on behalf of the whole committee.
- Lead recruitment and orientation processes of new Committee members and Centre Director
- Ensure the Centre's compliance with all statutory requirements

An involved Chairperson can give the director and staff a great deal of support and practical help. Where a good rapport exists between president, committee, director and staff, the preschool overall is stronger and better.

While the role of the president tends to be an all-encompassing role, help and support of fellow committee members can be enlisted in any area. The Chairperson should delegate and co-ordinate tasks into achievable action.

### Secretary

The secretary is responsible for keeping the records of the preschool (other than financial) and for dealing with the correspondence.

These tasks include:-

- Keeping a current list of committee members, including addresses and contact numbers
- Keeping accurate records (minutes) of all meetings - A.G.M., Committee, and Parent meetings.
- Typing up and distributing copies of minutes before the next meeting, in accordance with procedures outlined in the preschool's rules of incorporation.
- Organising the Chairperson to sign all Meeting Minutes.
- Reporting all incoming and outgoing mail / correspondence and pointing out any that might need special or urgent attention.
- Responding to any correspondence required or directed by the committee.
- Collate bulletin e.g. Collect all reports, type up ready for newsletter.
- Be responsible for keeping the committee files in order and up to date.
- Supporting other committee members, staff and pre-school events when required or needed.

### Treasurer

The treasurer has responsibility for overseeing financial management and keeping the committee informed of the financial state of the preschool.

Tasks for which the treasurer is responsible include:-

- Lead the Committee's review of and action related to the Committee's financial responsibilities
- The monitoring of the budget with President and Director e.g. making sure finances are planned in advance.
- Liaising with the Finance Officer and the presentation of financial reports at regular meetings (A.G.M., Committee and Parent) e.g. record and report at every meeting all monies in / out and balance of Kindergarten funds. These reports should be easily understood by committee members. These reports will be prepared by the Finance Officer.
- Ensuring correct accounting procedures including the appropriate keeping of associated documentation (invoices, bank statements, etc).
- Presentation of a detailed report and results of audit at the AGM.
- Arranging change of signatures with the bank, after election of the new committee.
- Supporting other committee members, staff and Kindergarten events when required or needed.

### Fundraising Co-ordinators

These members are responsible for organising fundraising/ social events for the Kindergarten, after discussion with the Governing Council committee.

- A handover folder of past successful fundraisers/events will be given to the new Fundraising Coordinators to assist with organisation etc.

- Individual co-ordinators will be allocated different fund raising events to organise and supervise. Larger fundraising events may require several co-ordinators.
- To report at committee and Parent Meetings the progress or results of fundraising and social events.
- Prepare a verbal/written report (as above) for the Governing Council Meeting.
- To prepare written reports/updates for Director to be placed in newsletters.
- To promote fundraising events, social events at meetings, through handouts, notice board etc.
- To support other committee members, staff and pre-school events when needed or required.

#### General Committee Members

These members are responsible for attending meetings to participate in decision making processes and support the other Committee Members and Kindergarten staff where possible.

#### **Roles and Responsibilities for the confidentiality of records**

Everyone working for the Department for Education and Child Development, including Schools, Preschools and Regional Offices, is responsible for creating and maintaining records of the activities of their Agency. Including DECD, Executives, Managers, Staff, Contractors, and Record Management Services.

#### Director's (Managers) responsibilities are:

- the implementation of and adherence to the departmental records management policy and practices throughout the Agency
- the allocation of appropriate resources to achieve adequate records management
- the coordination and implementation of training to all personnel
- identifying and maintaining recordkeeping systems, keeping in mind the Agency's recordkeeping requirements, the nature of its records and ensuring their integrity over time
- establishing and maintaining public access determinations for records in the custody of State Records
- establishing and maintaining security access delegations
- the establishment of risk management strategies and disaster recovery plans for business-critical systems and records
- establishing and maintaining an ongoing disposal program in their business areas
- the identification and provision of adequate storage facilities for business records, both physical and electronic, temporary and permanent value
- setting a good example to personnel and raising awareness of records management practices

#### Staff member's responsibilities are:

- practicing adequate records management of official records including the creation, maintenance, disposal, access and capture into corporate record keeping systems
- appropriate management of the Agency's records in their custody
- complying with departmental policies, procedures, standards and guidelines for records management
- being aware that the records that they create in the course of business are the property of the Department for Education and Child Development

For further information on roles and responsibilities refer to DECD Records Management Reference Guide: Roles and Responsibilities

**Endorsed by Staff and Governing Council, November 2015**

**To be reviewed: November 2017**