

PKELC GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY

Mandatory - Quality area 7



Document classification: Policy	Version: 1.5	Date: 14/08/2023
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PURPOSE

This policy outlines the duties, roles and responsibilities of the Board of Plenty Kids Early Learning Centre.

POLICY STATEMENT

1 Values

Plenty Kids Early Learning Centre is committed to good governance and management to deliver high quality outcomes:

- robust and effective governance and management policies and procedures
- accountability to its stakeholders
- effective systems of risk management, financial and internal control, and performance reporting
- compliance with all regulatory and legislative requirements placed on the organisation, including space, equipment and facilities, confidentiality of records and notifications and reporting
- the organisation to remain solvent and comply with all its financial obligations
- the ongoing cycle of self-assessment, planning and review, embedding a culture of quality improvement.

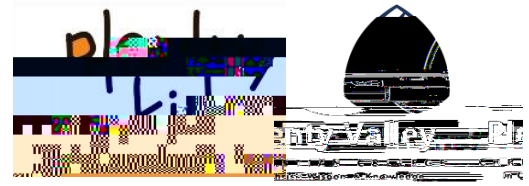
2 Scope

This policy applies to the Plenty Kids Early Learning Centre, the Board of Plenty Valley Christian College and all subcommittees of the Board.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the _____ are met, as well as all other laws relevant to governance and management of the service	R				
Displaying the prescribed information in _____	R				
Providing information to the regulatory authority upon request in relation to being a fit and proper person	R				

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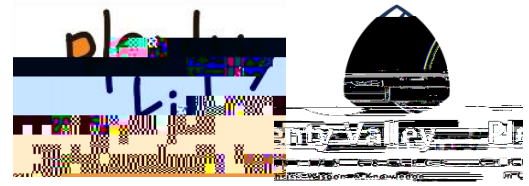
Ensuring that the service is insured and keep evidence of this	R				
Ensuring that the number of children at the service does not exceed the maximum in the service approval	R				
Ensuring that the family of a child at the service is allowed to enter the premises	R				
Adopting quality governance and management processes, procedures and practices, in line with the , especially Quality Area 7 Governance and leadership	R				
Establishing systems of risk management, financial and internal control, and performance reporting. Monitor management and financial performance to ensure the solvency, financial strength and good performance of the service	R				

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3 Background and legislation

Background

The governance of an organisation is concerned with the systems and processes that ensure the overall direction,

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Mandatory - Quality area 7



Management system: A system to manage organisational risks and enable the effective management and operation of a quality service.

Perceived conflict of interest: Arises where a third party could form the view that a Board member's interests could improperly influence the performance of their duties on the Board, now or in the future.

Potential conflict of interest: Arises where a Board member has private interests that could conflict with their responsibilities.

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Mandatory - Quality area 7



Service policies

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Board will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice

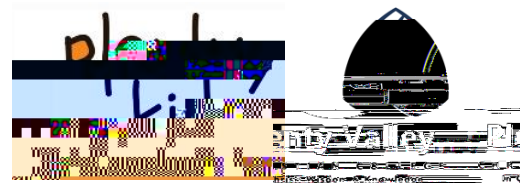
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DOCUMENT HISTORY AND VERSION CONTROL RECORD

Name of document: PKELC Governance and Management of the Service Policy

Responsible officer: Centre Administrator

Approved by: Principal (Approved Provider)

Assigned review period: Triennially

Date of next review: July 2026

Category: Staff & Parents

Version number	Version date	Responsible officer	Amendment details
0.1	04/12/2017	Centre Director	Initial issue as a controlled document
1.0	16/04/2018	Principal	Approved policy
1.1	09/05/2019	Principal	Minor changes to wording, reviewed and signed
1.2	02/07/2020	Centre Director	Minor changes to wording Added Stewardship/Custodianship section
1.2	02/07/2020	Principal	Reviewed and signed
1.3	29/10/2020	Centre Director	Policy formatted in line with new style guide
1.4	08/08/2023	Centre Administrator	Reviewed and amended in line with ELAA recommendations
1.5	14/08/2023	Lily McDonald on behalf of the Principal	