Hills Grammar

Governance and Management of the Service Policy

Policy Statement

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. The ECEC recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We recognise governance and management as essential to the provision of quality education and care.

Rationale

To ensure the ECEC has appropriate governance and accountability to its stakeholders, it will:

- Conduct its affairs legally, ethically and with integrity ensuring compliance with all funding, regulatory and legislative requirements placed on the ECEC.
- Remain compliant with all financial obligations.
- 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.

Strategies

Management

The Early Childhood Education Centre is a part of The Hills Grammar School. The School Principal, (Approved Provider) and the primary contact person is Mrs Karen Yagar who oversees the school as a whole and who plays an active role in our school community with staff, children and families. Mrs Karen Yagar is the Person with Management and Control (PMC).

The Hills Grammar School

The School is a Company Limited by Guarantee and as such the School's Constitution determines the objectives, structure and operations of the Company. The School is a not for profit organisation and the Constitution prohibits the payment of any salary, directors' fees or dividend to its Members, any surplus being applied to the benefit of the School and its students.

The School Council

The Council is the 'Board of Directors' of The Hills Grammar School (The Company),and is made up of four office-bearers - the Chair, Deputy Chair, Hon.Secretary and Treasurer - and up to eight ordinary members.

School Council comprises professionals with a wide range of expertise and experience. Councillors are dedicated and hardworking and give voluntarily of their time and generously share their expertise for the benefit of the School and its students.

As an organisation, Council aims to promote values and attitudes of respect, integrity, service and excellence.

The task of the Council is to provide unique governance functions. Consequently, the outcomes of Council's work are:

- The development, review and monitoring of governance policies to achieve the School's Mission;
- The stewardship of the School's (vision, mission, character, values) Ethos and its 'assets'; and
- The selection, appointment and support of the Principal including his or her performance assurance against Council's Policies.

The Early Childhood Education Centre

The Nominated Supervisor is Mrs Natalia Rodriguez. The ECEC Manager is Mrs Kara McBrien. The Educational Leader is Mrs Amy Ramisch. In partnership, Natalia and Kara lead the educators, and manage day to day procedures within the ECEC including the children and families. Amy oversees the ECEC programming and planning and mentors educators in the delivery of the ECEC curriculum.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

The Hills Grammar School: Council Policy Manual

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.