

BERMAGUI PRESCHOOL



2.03 Approved Providers and Board of Directors Responsibility

Written By

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Aim

This policy relates to the effective governance and management of Bermagui Preschool. It aims to support the Approved Providers and Board of Directors to work collaboratively to ensure effective leadership and management of the Preschool to contribute to quality environments for children's learning and development. Well-documented policies and procedures, well-maintained records, shared values, clear direction and reflective practices enable the Preschool to function as a learning community.

Board of Director's

Bermagui Preschool is governed by a voluntary Board of Directors. Members of the Board of Director's are elected by members of the Preschool at the Annual General Meeting. The Board of Directors role is to work collaboratively with the staff, families and broader community to govern the Preschool for the following twelve months.

The Board of Directors is ultimately responsible for meeting the Preschool's legal obligations and ensuring on-going viability. The Board of Director's is accountable to the members of the Preschool, clients and the broader community.

To ensure the Preschool meets its objectives, the Board of Directors employs a Nominated Supervisor or Responsible Person to manage the day to day operations of the Preschool. The effectiveness of the Preschool is dependent on a well-defined partnership between the Board of Director's and the Nominated Supervisor or Responsible Person, with clear understanding of roles and responsibilities and regular open communication, as outlined in the Board of Director's Induction folder.

The Board of Directors/ Approved providers must ensure that a Responsible Person is present at the Preschool at all times that the service is educating and caring for children. A responsible person can be;

- The approved provider or a person with management or control
- A nominated supervisor or
- A person in day-to-day charge of the service.

The Board of Director's will also ensure;

- The Preschool's philosophies and aims underpin the strategic direction and quality improvement plan of the Preschool
- Work in collaboration with the families, children, staff and broader community to develop and implement the Preschool Quality Improvement Plan and strategic direction. Monitor and evaluate the Preschool Quality Improvement Plan
- The Board of Directors shall be the Approved Provider/ Licensee of the Bermagui Preschool
- General management and financing of the Preschool to the standard approved by the Department of Education and Communities
- Employment of adequate and suitably qualified Nominated Supervisor as approved by the Department of Education and Communities
- Preparation and monitoring of the annual budget
- Monitoring of fees, banking of monies and the issuing of receipts
- Ensure compliance with legal obligations

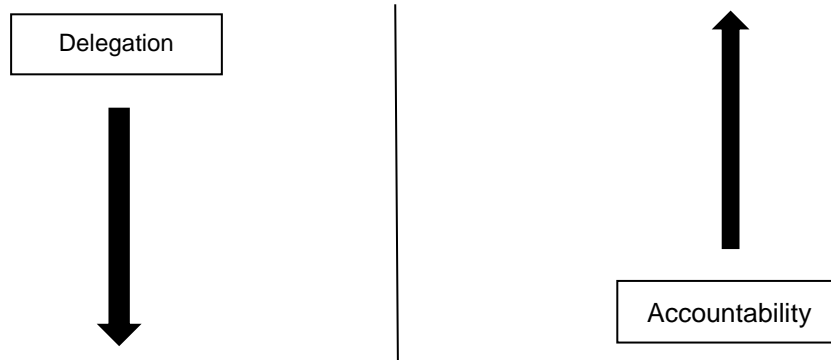
Board of Director's

- Obtaining suitable and relevant insurance policies
- Organisation of rosters, fundraising, working bees etc.
- Maintenance of building, playground and equipment
- Organisation of relief staff during employee long-term absences
- Preparation of forms for government, council and other entities in conjunction with the Nominated Supervisor/ Responsible Person and the Administration & Finance Assistant
- Organisation and attendance at regular Executive and General meetings as required under the regulations. The Board of Directors will organise an Annual General Meeting (AGM) to be held in March each year.
- Recruitment and orient new Board Members
- Enhance and promote the profile and reputation of the Preschool
- Preparation of monthly and annual financial statements and annual reports in conjunction with the Director and the Administration & Finance Assistant
- Board Members are required to maintain confidentiality in regards to all matters related to Preschool meetings, enrolments, issues etc.

Bermagui Preschool Organisational Structure

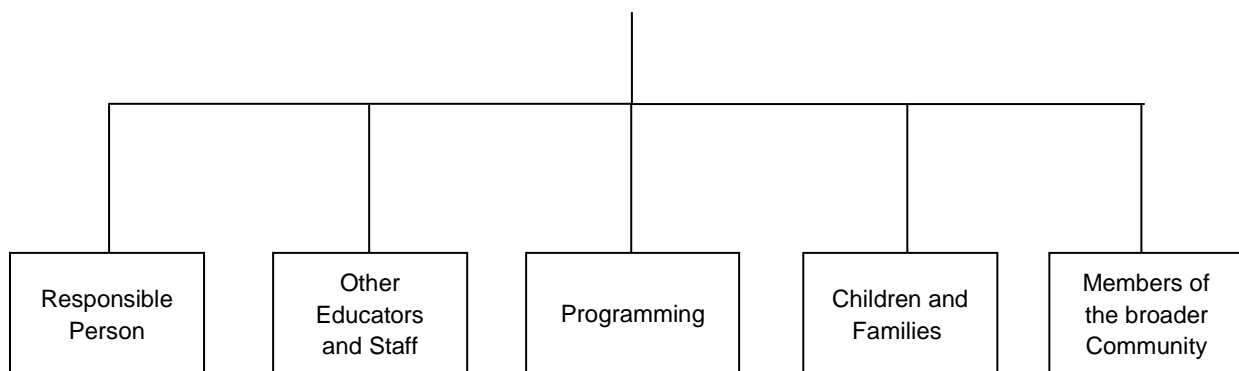
Approved Provider / Board of Director's / Licensee

Responsible for developing vision and setting objectives of the Bermagui Preschool in consultation with the Nominated Supervisor / Director / Early Childhood Teacher



Nominated Supervisor / Director / Early Childhood Teacher

Responsible for implementing directives of the Approved Provider / Board of Director's / Licensee and responsible for the day to day administration of Bermagui Preschool



Risk Awareness

Implementation of Risk Management Policy to minimise fraud and to ensure efficient utilisation of resources to achieve objectives of preschool

**Relevant
Legislation**

Education and Care Services National Regulations (2011)

**Resources &
References**

Education and Care National Regulations

- 75 (a) - Governance and Management of the Service
- 125–128 - Educational qualifications for educators

The National Quality Standard (2010)

- Element 6.1.2 - Families have opportunities to be involved in the service and contribute to service decisions.
- Element 7.1.1 - Appropriate governance arrangements are in place to manage the service.

Being, Belonging and Becoming: The Early Years Framework for Australia (2009).

**Relevant
Documentation**

Bermagui Preschool Parent Handbook

Bermagui Preschool Board of Directors Induction Folder

7.03 Confidentiality Agreement

Date Adopted:

August 2020

Review Date:

August 2023