

Yarram Early Learning Management Committee Recruitment and Orientation

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for the recruitment and orientation of Yarram Early Learning Inc members to positions on the Management Committee.

POLICY STATEMENT

1. VALUES

Yarram Early Learning is committed to:

- Recruiting people to the Management Committee for the centre in line with the Model Rules for the Association.
- Ensuring Committee Members understand the expectations of the role that they are undertaking.
- Having strong governance support for the Centre through the Committee of Management.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, staff and parents/guardians with an enrolled child, or who wish to enrol a child at Yarram Early Learning.

3. BACKGROUND AND LEGISLATION

Background

Under the National Quality Standard, Quality Area 7 supports effective leadership and management of the service that contributes 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 service to function as a learning community.

Community committees of Management have significant responsibilities and it is important for them to be well equipped for their roles and responsibilities.

The Yarram Early Learning Committee of Management can change at each annual AGM which must be held within 5 months of the end of the financial year (December). However to ensure sustainability of the service, committee members are encouraged to commit to a 2 year term with no more than 50% of the committee to turn over in any one year. Committee members are eligible for re-nomination at the end of their term.

All members recruited to the Committee of Management after January 2017 will be required to provide a current Working with Children Check or equivalent such as current Victorian Institute of Teaching (VIT) Registration. Any person occupying the role of Treasurer after January 2017 will be required to produce a National Police Clearance (that is dated no older than six months from the date of recruitment to the Committee) or equivalent such as VIT Registration. Under the National Quality Framework, the Approved Provider (the Committee of Management) must have processes in place to ensure that those recruited to the Committee are fit and proper for the role. Yarram Early Learning has determined that the minimum requirement for this is for each committee member to provide evidence of a current working with children check upon election to the committee.

Legislation and standards

Relevant legislation and standards include but are not limited to:

Charter of Human Rights and Responsibilities 2006 (Vic), as amended 2011

Child Wellbeing and Safety Act 2005 (Vic), as amended 2012

Disability Discrimination Act 1992 (Cth)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: Regulation 168(2)(n)

Equal Opportunity Act 1995 (Vic)

National Quality Standard, Quality Area 7: Leadership and Service Management

Standard 7.3: Administrative systems enable the effective management of a quality service

4. SOURCES AND RELATED POLICIES

Sources

Australian Children’s Education and Care Quality Authority.

<http://www.acecqa.gov.au/leadership-and-service-management>

Not for Profit Law Information Hub

<http://www.nfplaw.org.au/governance>

Early Learning Association Victoria

<https://elaa.org.au/>

Community Childcare Association

<http://www.cccinc.org.au/>

All Service policies are evidence of good governance for the centre.

PROCEDURES

The Approved Provider is responsible for the following through the various committee positions:

| Committee Position | Role |
|--------------------|---|
| Chairperson | <p>Chairing Committee Meetings and leading the committee.</p> <p>Checking WWCC for all members recruited to the committee and Police Check for Treasurer role.</p> <p>Represent the Centre in any leadership roles and capacity.</p> <p>Delegate tasks to other committee members.</p> <p>Correspond with Consumer Affairs Victoria regarding any changes to Secretary position.</p> <p>Sign all correspondence as per Instrument of Delegation.</p> |
| Vice Chairperson | Deputise for Chairperson as needed. |
| Secretary | <p>Take minutes for all Committee meetings and circulate to Committee members and or delegate.</p> <p>Provide all Committee Members nominated to Yarram Early Learning with an Orientation pack for the Centre including:</p> <ul style="list-style-type: none"> • Association’s Model Rules • Copy of the Centre Policy Manual • Organisational Structure • Funding and Service Agreement with Department of Education and Training for Kindergarten funding. • Lease Agreement for the facility with Wellington Shire Council. • Copies of all staff awards and or employment agreements. • The centre’s philosophy and current copy of the Quality Improvement Plan. • Centre Budget. • Centre Instrument of Delegation. <p>Keep a register of current members of the Association.</p> <p>Send invitations and promote the Annual General Meeting (AGM) and other General Meetings to members, centre users and general community.</p> <p>Receive nominations for membership and committee positions.</p> |

| Committee Position | Role |
|---|--|
| Secretary- continued | <p>Take minutes for AGM and general meetings and circulate.</p> <p>Ensure all the legal requirements of the association are carried out.</p> |
| Treasurer | <p>Present financial reports at Committee and other meetings.</p> <p>Prepare Annual Centre budget in consultation with the finance sub committee.</p> <p>Approve financial transactions as listed in the Instrument of Delegation.</p> <p>The Treasurer's role is to monitor the not-for-profit organisation's financial processes, keep financial records and ensure reporting obligations are met. This includes:</p> <ul style="list-style-type: none"> • Provision of financial statements (audited if required) to Consumer Affairs Victoria and Department of Education and Training after they are passed at the AGM. • Provision of monthly financial reports at committee meetings which include; reconciliation summary, statement of cash flows, balance sheet, year to date profit and loss, budget versus actual and list of transactions for proceeding month. <p>The Treasurer is also responsible for liaising with external auditors for the preparation of financial statements.</p> |
| General Committee Member | <p>Attend all committee meetings and or provide an apology.</p> <p>Be involved in a sub committees to support centre operations – Human Resources, Finance, Policies and Maintenance.</p> |
| Supervision and support to Centre Director. | <ul style="list-style-type: none"> • Annual performance plan in place for Centre Director with KPIs agreed by the Committee • 6 monthly performance reviews • Regular supervision meetings with Centre Director • Staff feedback on Director performance • Responsible for approving and monitoring Centre Director leave • Management of poor performance – as required |

As the Approved provider, the Committee has overall responsibility for the following:

- All committee members must comply with the Code of Conduct Policy for Yarram Early Learning Centre.
- All committee members must declare any conflicts of interests for any agenda items at the start of any committee meeting. Further information on conflict of interest can be found in Duties Guide; Guide to the Legal Duties of not-for-profit Committ members and office holders in Victoria (March 2013) https://www.nfplaw.org.au/sites/default/files/Duties_Guide_2_0_0.pdf
- All committee members must sign a confidentiality form to protect the privacy of staff and families using the centre and the reputation of the centre (attachment 2).
- Ensuring people are appointed to the following roles; Person with Management Control of the Service (usually a Committee Member) Nominated Supervisor (usually Centre Director).
- Appointing a person on the Management Committee to provide supervision of the Centre Director, including:
 - ✓ Performance plan in place with KPIs agreed by the Committee

- ✓ 6 monthly performance reviews
- ✓ Regular supervision meetings
- ✓ Staff feedback on Director performance
- ✓ Responsible for approving and monitoring Centre Director leave
- ✓ Management of poor performance – as required.
- Ensuring handover between old and new committee after an AGM is completed using the resource – Committee Basics Handover 2013, produced by the Early Learning Association of Australia.

The Nominated Supervisor is responsible for:

- Keeping the committee informed of Centre operations.
- Seeking governance support from the Committee where there is no Policy or other legislative guidance to direct action.
- Attend all committee meetings and or provide an apology.

Certified Supervisors and staff are responsible for:

- Notifying the Committee of any achievements and or concerns for the centre via the Centre Director.
- Making a time with the Committee if an issue is not able to be resolved with the Centre Director.

Parents/guardians are responsible for:

- Becoming Members of the Incorporated Association.
- Nominating themselves for positions on the Committee of Management.

EVALUATION

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

Monitor the implementation, compliance, complaints and incidents in relation to this policy.
Monitor the number of families/children excluded from the service because of their inability to pay fees.

Keep the policy up to date with current legislation, research, policy and best practice.
Revise the policy and procedures as part of the service's policy review cycle, or as required.
Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Attachment 1: Member application and Committee nomination forms.

AUTHORISATION

This policy was adopted by the Yarram Early Learning Incorporated in June 2017.

REVIEW DATE: June 2019



Application for Membership to Yarram Early Learning Incorporated

| | |
|-----------------|--|
| Name | |
| Mailing Address | |
| Phone | |
| Email | |
| Date | |

Do you wish to receive periodic email updates?

- Yes
- No

For New Members

I agree with the Statement of Purpose in the Model Rules and wish to become a member of Yarram Early Learning (YEL) Inc for one year, ending after the Annual General Meeting (**insert the relevant year**).

Signed: _____

For All Members

I accept that Yarram Early Learning Inc. requires a register of Members to be retained by YEL and that a list of member names will be available for viewing by other YEL members at the YEL registered address in accordance with the Model Rules and Privacy Legislation. In the event of my admission as a member of the Association, I shall at all times comply with the Model Rules of Yarram Early Learning Inc.

Signed: _____

Please return completed form to Secretary via email:

insert email address or leave with staff at the Yarram Early Learning Centre.

To be *eligible to vote on or nominate for committee positions at the **insert year** Annual General Meeting of Yarram Early Learning Inc on **insert date** this completed membership form must be received by close of business on **insert date**.*

Nomination for a Committee Position with Yarram Early Learning Incorporated

For a person to be nominated for a committee position at the AGM on **insert date**, they must ensure that they are a current member of the association first. A member nomination form must be submitted by close of business on **insert date (at least 10 working days prior to AGM)** (in addition to this form).

| | | | | | |
|--------------------------------------|---------------------------------------|--|---|---|---|
| Name of person being nominated | | | | | |
| Position nominated for (please tick) | Chair <input type="checkbox"/> | Vice Chair <input type="checkbox"/> | Treasurer <input type="checkbox"/> | Secretary <input type="checkbox"/> | General Committee (five positions available) <input type="checkbox"/> |
| Mailing Address of nominated person | | | | | |
| Phone number of nominated person | | | | | |
| Email of nominated person | | | | | |
| Date of nomination | | | | | |
| Signature of person nominated | | | | | |

Nominations for committee positions must be received by close of business on **insert date**.

Please return completed nomination form to Secretary via email:

Insert email or leave with staff at the Yarram Early Learning Centre.

Confidentiality Agreement for Committee Members



This agreement applies to all committee members in regards to the confidentiality of information relating to children, parents and employees.

Committee Members possesses confidential information relating to individual families, staff and committee members, which are required to be collected and stored securely as per the National Law and Regulations.

Committee Members are privy to confidential information in relation to their duties at the Centre.

Committee Members agree not to deal with the confidential information other than in accordance with the terms of this agreement.

THE COMMITTEE MEMBER AGREES AS FOLLOWS:

1.0 DEFINITIONS

1.1 For the purpose of the Agreement:

“Confidential Information” means all information, data or experience relating to the personal files of and all forms including documents databases, records, drawings, oral disclosures

“Documents” includes, but is not limited to: -

- (i) Enrolment forms
- (ii) Emails
- (iii) Staff Meeting minutes
- (iv) Telephone Calls/messages
- (v) Questionnaires
- (vi) Resumes
- (vii) Working With Children Checks
- (viii) Staff Information Forms
- (ix) HR Information
- (x) Child Observations
- (xi) Reports from outside Professionals pertaining to children
- (xii) CCB Reports
- (xiii) Personal Correspondence
- (xiv) Committee Meeting Minutes

2.0 CONFIDENTIAL OBLICATIONS

2.1 The Committee Member agrees:

- (a) not to reveal any Confidential Information to any person outside of the Committee or relevant staff.
- (b) to keep all of the Confidential Information secret and confidential;
- (c) not to make copies or duplicates of the Confidential Information except to the extent that it is reasonably necessary to carry out the Centre's duties.
- (d) seek clarification if they are unsure on whether the information is confidential.

2.2 The obligation to maintain confidentiality and not to use the Confidential Information shall remain in effect for an indefinite period.

3.0 GENERAL

3.2 If there is a breach of this Confidentiality Agreement, disciplinary action will be taken which could result in: instant removal from the Management Committee.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of the children, families and staff at Yarram Early Learning Centre.

Name: _____

Signature: _____

Date _____

This form is to be stored in a file of current committee members in a locked cabinet.

