

 Woy Woy Peninsula Community Childcare		
<b>Governance Policy</b>		
Date adopted: 16 <sup>th</sup> October 2011		
Date last reviewed: May 2023	Reviewed by: Board of Management.	Date of next review: May 2025

#### **Policy context:**

This policy relates to:

National Quality Standards.	Quality Area 7 Governance and Leadership 7.1 Governance supports the operation of a quality service.
Legislation/Act.	Regulation 168 Education and care services must have policies and procedures

#### **Documents related to this policy**

Related policies	<i>See Governance Policy folder</i>
Forms or other organisational documents	
References	

#### **Policy Review:**

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.	Responsibility for review: The Board of Management.
Where appropriate staff will be part of the review process.	
Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.	

## **Purpose**

### **General principle of governance**

In acknowledging its overall responsibility for ensuring the Woy Woy Peninsula Community Childcare objectives are carried out lawfully and responsibly, the Woy Woy Peninsula Community Childcare Management Committee adopts as its guiding principle a governing rather than managing approach. It makes every effort to separate the twin roles of governance and management. This will maintain a focus on strategic issues and those associated with furthering the Woy Woy Peninsula Community Childcare mission and philosophy rather than on day-to-day management.

## **Procedure**

### **Responsibilities of the Management Committee**

*Strategy*

- Setting long-term strategic directions to promote the Woy Woy Peninsula Community Childcare mission and philosophy
- Reviewing and approving organisation plans, budgets and major strategies

*Governance policies*

- Appointing, remunerating, and assessing the performance of the Centre Directors
- Developing and monitoring policies which provide direction and boundaries for both its own and the Directors' functions

*Performance and compliance monitoring*

- Monitoring organisation performance against plans and budgets
- Addressing risk management issues to safeguard the organisation's children, parents, staff and assets
- Monitoring compliance with relevant laws, and funding and licensing requirements
- Approving major asset purchases/divestments and investments
- Approving annual reports including audited financial statements
- Appointing and removing the external auditor

The Management Committee appoint the Manager (Nominated Supervisor) to manage the service on a daily basis. *See attached Management Procedure flowchart.*

## Management Procedure Flowchart

