

ST JOSEPH'S PRESCHOOL



ST JOSEPH'S CATHOLIC SCHOOL
WEST HINDMARSH

POLICY DOCUMENT GOVERNANCE



Governance

1. Purpose

This policy provides guidelines and directions in relation to Governance for OSHC services provided by the South Australian Commission for Catholic Schools Incorporated (SACCS Inc) in order to meet legal and financial obligations. SACCS Inc will implement Governance that supports the aim to provide high quality education and care and that meets the objectives and principles of the Education and Care Act (2010), the National Quality Framework, the National Quality Standards, My Time Our Place learning framework and the Early Years Learning Framework.

NQS

QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
QA7	7.1.1	Service philosophy and purpose - A statement of philosophy guides all aspects of the service's operations.
	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
	7.2.1	Continuous improvement - There is an effective self-assessment and quality improvement process in place.

National Regulations

Reg	168	Education and care services must have policies and procedures
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	181-184	Confidentiality and storage of records

Aim

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework.

2. Scope of Policy

This policy applies to all staff of OSHC services provided by the South Australian Commission for Catholic Schools Incorporated (SACCS Inc), according to the responsibilities of their roles.

3. Definitions

Term	Meaning
Collaboration	The professional and ethical engagement of stakeholders together to fulfil organisational, team and individual goals. Behaviours and decisions which demonstrate commitment to shared resolution of emerging issues.
Financial resources	State and Commonwealth funding, parent contributions, donations and other sources of income.
Physical resources	Equipment, building and grounds.
Services	OSHC services providing an out of school hours care program
Parent or guardian	The person with legal authority to care for a child.
Staff	Employees of each OSHC service provided by the South Australian Commission for Catholic Schools Incorporated (SACCS Inc) and volunteers in its Services in South Australia.
Nominated Supervisor	The person/s responsible for the day-to-day management of an approved service with a range of responsibilities under the National Law and National Regulations. Approved providers must identify the nominated supervisor/s for the service.
Stakeholders	Stakeholders are all those with a legitimate interest in the SACCS Inc OSHC Service.
Governance	A function of delegated authority and responsibility in the areas of: <ul style="list-style-type: none"> • planning and monitoring the delivery and quality of its services • good business practices • continuous improvement • educational leadership • organisational performance and development • alignment of services and processes • organisational data and knowledge management • financial management and cost effectiveness organisational compliance.
Subsidiarity	The SACCS Inc. OSHC model is based on the principle of subsidiarity meaning decisions for local matters are made locally so far as possible with regard to the common good. Recognising this principle, Nominated Supervisors have responsibility to provide organisational direction and structure to the OSHC service. This includes its mission, complementary services to support faith education, induction and orientation processes for new staff, professional development and support for policy review and implementation.

4. Policy

4.1. Accountability

SACCS is an incorporated body and the Approved Provider. As prescribed in the Education and Care Services National Law and Regulations, SACCS Inc has governance accountability for:

- Delivery of education and care services within its OSHC Services in alignment with philosophy, values, mission and vision;
- Monitoring of system performance;
- Establishing and monitoring of:
 - organisational goals;
 - internal records;
 - human, financial and physical resources;
 - reporting and communication processes;
 - policies and procedures.

4.2. Subsidiarity

SACCS fulfils this accountability according to the principle of subsidiarity and through:

- corporate governance;
- allocation of resources;
- delegation of responsibilities;
- collaboration with stakeholders.

4.3. Delegated Authority

The Principal is the Nominated Supervisor has delegated authority and must exercise the authority to set direction for the service, establish and oversee its corporate governance, resources and systems of internal control. The Principal delegates responsibility for the educational program to the Preschool Coordinator, while retaining overarching responsibility.

4.4. Preschool Co-ordinator (Service Supervisors)

The Preschool Co-ordinator have responsibility for the day-to-day management at their respective services as prescribed in the Education and Care National Law and the Regulations by:

- Arranging the work of their teams to fulfil the goals of their service;
- Communicating appropriate processes to enable progress toward organisational goals
- Demonstrating professional standards and behaviours required to fulfil their responsibilities.

5. Responsibility for Implementation, Monitoring and Continual Improvement

Responsibility for implementation and monitoring of the policy is vested in the Preschool Co-ordinator. Responsibility for review of the policy is vested in the Nominated Supervisor of the Preschool.

Governance and Management

At St. St Joseph's the School Board undertake stewardship roles as determined by the South Australian Commission for Catholic Schools [SACCS]. Common terms used to describe these include *management, representative, advisory and governing* roles. Planning and directions are set in accord with SACCS' and diocesan policies and guidelines. Special attention will be paid to these guidelines and directions where the protection of children or the health, welfare and safety of employees and students are concerned.

School Boards allow a spirit of partnership to be developed within the school community. They are constituted in a way that allows the various bodies within the school to be represented and to provide advice in regard to the development of the school and its management. Board meetings are times when the parish, parent body, staff, local community and the wider Catholic education community meet and work together for the holistic development of students, taking into consideration both their educational and spiritual welfare.

St. Joseph's School Board has responsibility for the overall wellbeing of its Pre-school and school. In practice, this means that, in a spirit of partnership, the Board will act in an advisory capacity to:

- develop policies that nurture the religious dimension and guide the direction of the school;
- develop the relationship between the school, Pre-school and the local Church;
- ensure that the academic standards of the school and Pre-school must be at least as distinguished as that achieved in other services in the region and meet the objectives and principles outlined in the Early Years Framework and the National Quality Standards.
- support the administration of the school and Pre-school;
- offer pastoral care to the school community including the Pre-school;
- protect children;
- monitor buildings and grounds development and maintenance;
- exercise financial stewardship of the school and Pre-school and OSHC;
- ensure compliance with legal obligations.

The Principal is the Nominated Supervisor and is responsible for the day to day management of St. Joseph's Pre-school. This includes the Educational Programs, Supervision and Safety of Children and Staffing. The Principal delegates responsibility for the educational program to the lead educator, while retaining overarching responsibility.

Related Policies

Privacy and Confidentiality Policy
National Quality Framework Policy
Record Keeping and Retention Policy
Staffing Arrangements Policy

APPENDIX 1 – Governance Procedure

Implementation

Service Structure

Our service is legally structured as Incorporated body.

The Approved Provider is: SACCS – Dr Neil McGoran

- The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.

Our approved provider is also responsible for:

- ensuring the financial viability of the service
- supporting the Principal and Preschool Coordinator in their role and providing resources as appropriate for the effective running of the service.

Our Nominated Supervisor is: Maria D'Aloia

The Nominated Supervisor is responsible for the day to day management of our service and has a range of responsibilities prescribed in the national law and regulations.

Our Preschool Co-ordinator is: Cate Halbert

Commitment to good governance

Our service has adopted the following Governance Principles which we recognise as suitable for our service.

Management Principles

To ensure our working relationships are characterised by open and respectful communication, accountability and trust our service adheres to the following management principles.

A. Management by Agreement

The Principal, Pre-School Co-ordinator and educators agree to produce outcomes together. Educators agree on their accountabilities and to work according to existing procedures and policies. The Principal will provide educators with opportunities for training, resources and support.

Our reporting relationships are:

- The Principal reports to the Approved Provider-Director of Catholic Education South Australia
- The Preschool Co-ordinator and educators report to the Principal

B. Guidelines for Effective Delegation

Our service will:

- Provide each staff member with a Position Information Document outlining their role and scope of work.

C. Guidelines for Effective Regulation

Our service will:

- regularly review the work process
- give quick, clear, and direct feedback and instruction that is timely and specific
- communicate in writing
- avoid under-regulating, over-regulating and unnecessary meetings.

Consultation is an important part of communication in developing the Pre-school and ensuring a culture of continuous improvement. This occurs with the Pre-school staff meetings, in parent committees, annual surveys and communication in newsletters and social media.

1. Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, our approved learning framework (EYLF) and the ethical standards in our code of conduct.

2. Safeguard integrity in financial reporting

Our financial records will be completed and reviewed by an independent auditor.

The Principal will also ensure:

- all notifications required under the National Law and Regulations and the Family Assistance Law are made within the timeframes required. Notification requirements are attached to this Policy
- a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.

3. Respect the rights of shareholders, parents, children

Our service will support and encourage the involvement of parents and families by:

- developing and implementing plans to ensure regular communication with families including advice about events, activities and policy updates
- enabling them to have access and provide input to reviews of policies and procedures
- providing space for private consultations
- providing and displaying a range of information about relevant issues
- ensuring we follow all policies and procedures including the Parental interaction and Involvement Policy and Privacy and Confidentiality Policy.

Our service will respect the rights of children by ensuring:

- the Principal and Preschool staff complies with their responsibilities under the national law and regulations

- we follow our policies and procedures including the Relationships with Children Policy, Child Protection Policy and Privacy and Confidentiality Policy.
- our children are provided with the experiences and learning which allows them to develop their identities, wellbeing and social connection.

4. Recognise and manage risk

Our service will take every reasonable precaution to protect children from harm and any hazard likely to cause injury. We will follow service policies including those covering Workplace Health and Safety, Child Protection, Excursions and the Delivery and Collection of Children and complete regular risk assessments and safety checks.

5. Remunerate fairly and responsibly.

Confidentiality of Records

St Joseph's is compliant with all relevant Privacy legislation and requirements as outlined in the CESA privacy statement.

Official records in all formats must be properly managed and confidentiality maintained at all times. Electronic records and associated metadata are subject to the same legal requirements as paper records in other formats and must be managed in an adequate manner.

Only staff with key roles and responsibilities associated with records management are allowed to access, retrieve, have input and use data and records. Electronic and physical storage is restricted to approved staff only.

The South Australia Commission for Catholic School Guidelines for storage and archiving of records are applied to Pre-school data and documentation.

All Pre-school enrolment forms, health information and emergency contacts are stored in the school in appropriately locked storage for access by teachers, leadership and relevant administration staff. Electronic data is access by teachers, leadership and relevant administration staff who have been given security codes.

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

Family Assistance Law

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: <insert date here>

Date for next review: <insert date here>



Chairperson
Richard Ellerman

Dated: 9th September 2020



Principal
Maria D'Aloia

Dated: 9th September 2020