



Evans Head Pre-School Association Inc.

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Governance

It is important that you understand the way the preschool is governed and managed. From January 1st, 2012 a new National Quality Framework came into being to "ensure the wellbeing of children throughout their lives and lift the productivity of our nation as a whole" (Guide to the NQF, ACECQA, 2011:3).

The National Quality Framework (NQF)

All preschools in Australia operate under an Australian Governmental Quality Framework called the "*National Quality Framework*" (NQF).

The Law

The foremost component of the NQF is the National Law called "*Children (Education and Care Services National Law Application) Act 2010*". This Law regulates education and care services for children.

The Regulations

The way that this law is applied is detailed through the "*Education and Care Services Regulations*". These regulations are the practical details and rules under the law (A Really Simple guide to The New Regulations. Community Childcare Cooperative 2011:3).

The National Quality Standards (NQS)

The NQS is a schedule to the National Regulations (The Guide to the National Quality Framework, ACECQA:9). The NQS is part of the Regulations. Amongst other things, the Regulations set out the minimum operational requirements organised around each of the seven Quality Areas of the NQS (Guide to the NQF, ACECQA, 2011:8).

The Learning Framework

NQS 1.1 states, "an approved learning framework informs the development of a curriculum that enhances each child's learning and development". The approved learning framework for preschools in NSW is the Early Years Learning Framework called "Belonging, Being & Becoming (DEEWR, 2009). This document is generally referred to as the "EYLF".

The aim of the ELYF is to extend and enrich children's learning from birth to 5 years and through the transition to school. It assists services to provide young children with opportunities to maximize their potential and develop a foundation for future success in learning (Guide to the NQF, ACECQA, 2011:10)

The Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA)

Is the council that oversees the implementation of the NQF, makes the Regulations and appoints members of the ACECQA (see below) board (Guide to the NQF, ACECQA, 2011:6).

The Australian Children's Education and Care Quality Authority (ACECQA)

ACECQA is the new national body jointly governed by the Australian Government and state and territory governments to oversee the new system.

NSW Department of Education and Community (DEC)

Under the NQF, each state and territory has its own *Regulatory Authority* that has primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the NQS (Guide to the NQF, ACECQA, 2011:4). In NSW, the Department of Education and Community is the *Regulatory Authority*.

Approved Provider

Our preschool operates under a community-based not-for-profit model of management. This means that we have a Management Committee (currently comprised of parents of enrolled pre-school children) and, any profits made by the preschool are fed back into the service. The management committee of the preschool is referred to as the "*Approved Provider*" under the new Regulations. Our preschool is an Incorporated Association. This is the pre-school's business structure.

Management Committee

The *Approved Provider* or the Management committee is responsible for the overall performance of the organisation. They determine the service's mission and purpose, set the strategic directions of the organisation, that is, develop the service's strategic plan, appoint and monitor the performance of the director/nominator supervisor, ensure staff are employed in accordance with industrial obligations, ensure compliance with legal obligations, ensure the on-going financial viability of the service, monitor and evaluate the service's performance against the strategic plan (including the committee/board's own performance), enhance the profile of the service in the community and recruit and orient new committee/board members (Community Connections Solutions Australia fact sheet, Roles and responsibilities of the Committee/Board).

The Management Committee operates under the NSW Associations Incorporation Act 2009, and our Constitution. Therefore, we have executive committee member roles of president, vice-president, treasurer, secretary and public officer, as well as 3 ordinary committee members. These positions are annually elected and filled at each Annual General Meeting (AGM) during March each year.

Pre-School Director

While the director does not have voting rights at committee meetings, she forms an integral part of the management team. In children's services, the director is employed to:

- manage the day to day operations of the service including supervising other staff;
- provide relevant and up-to-date information to the committee to assist with their decision-making;
- work in partnership with the committee to achieve the service's mission and purpose;
- and report to the committee on progress against the service's strategic plan.

The Director of the preschool is the expert in regards to the pedagogy of the centre and informs the Management Committee through knowledge.

Responsible Person

The National Law requires service providers to ensure that at all times the service is educating and caring for children, there is a *responsible person* present at a centre-based service. A responsible person is either:

- The *Approved Provider*
- The *Nominated Supervisor*
- A *Certified Supervisor* placed in day-to-day charge.

Nominated Supervisor

The committee nominates an educational staff member (usually the director) to be the Nominated Supervisor of the service. They are responsible for the operation of the service along with the approved provider and for ensuring it is following the Law and Regulations. (Community Childcare Cooperative, Really Simple Guide the New Regulations, 2011:7).

Certified Supervisors

In order to be a Nominated Supervisor, a *Responsible Person* or a supervisor placed in day-to-day charge of the service, the educator must hold a Supervisor's Certificate from the Department of Education and Communities. This is a personal approval. There is no maximum number of Certified Supervisors per service. An Approved Provider should assess how many staff may need to hold a supervisor certificate to ensure that the *responsible person* requirement is met (ACECQA Information Sheet – Certified Supervisors).

An educator with a supervisor certificate may consent to be placed in day-to-day charge of the education and care service. The designation must be made by the Approved Provider or the Nominated Supervisor and accepted in writing by the Certified Supervisor. A Certified Supervisor placed in day-to-day charge of an Approved Service **does not** have the same responsibilities under the National Law as the Nominated Supervisor (ACECQA Information Sheet – Certified Supervisors).

Educational Leader

Under the National Law: Section 169 and the National Regulations: Regulations 118, 148 the approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as *educational leader* at the service, to lead the development and implementation of educational programs in the service.

According to Community Childcare Cooperatives Educational Leader fact sheet; an educational leader, through a collaborative process with educators, families and the community will guide the development of the program of learning and education for children. They will also assist with educator growth in reflection and the understanding of children's learning and development. This role is key to sound practice in the education and care of children – it is a role of great significance and importance.

Early Childhood Australia Association (ECA) Code of Ethics

A code of ethics is a set of statements about appropriate and expected behaviour of members of a professional group and, as such, reflects its values.

The Early Childhood Australia *Code of Ethics* was first developed in 1990 by a national working party, with considerable input from the early childhood field. The 2003-06 [Code of Ethics Agenda](#) resulted in a new *Code of Ethics*, which was endorsed at Early Childhood Australia's National Council meeting in September 2006 (currently valid).

The *Code of Ethics* is owned by the field, rather than imposed upon it.

(Source: http://www.earlychildhoodaustralia.org.au/code_of_ethics)

You will find a copy of the ECA Code of Ethics displayed in the staff room. It is expected that at all times you will uphold the principles and values within it.