



## GOVERNANCE AND MANAGEMENT OF THE CENTRE

### AIM

Alstonville Nestle In Education and Care Centre will conduct affairs legally, ethically and with integrity to ensure positive governance. Our centre will identify organisational risks and maintain our legal obligations through policies and practices. Centre management will ensure that mechanisms are in place for fair and transparent governance.

Nestle In Childcare Centres Pty Limited (Approved Provider) will commit to centre operations running smoothly and efficiently. Lisa Martin, Director of Nestle In Childcare Centres Pty Limited will be supportive and act as a resource for Educators, Staff, Families and Children and more widely, the centre community, to ensure expectations are understood and positive communication is maintained.

### EXPLANATION

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Alstonville Nestle In Education and Care Centre recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

### IMPLEMENTATION

Alstonville Nestle In Education and Care Centre is privately owned by Lisa Martin, Director of Nestle In Childcare Centres Pty Ltd whom is responsible for the management of the service.

Responsibilities include but are not limited to:

- The sustainability and relevance of the service
- Ensuring the smooth operation of the centre
- Supporting staff to fulfill their roles
- Managing the centre staff work toward achieving our centre goals by implementing the Quality Improvement Plan.
- Guiding and monitoring the centre's business in line with our centre philosophy.
- The financial management of the service guided by our accountant.

- The employment of all staff required under the *Children (Education and Care Services National Law Application) Act 2010* and the *Education and Care Services National Regulations*.
- Ensure policies are in place as required under *Education and Care Service Regulations* and other Regulations and laws that the service must comply with;
  - Ensure that these policies comply with relevant legislation
  - Update policies on a regular basis.
- Sharing information with families
- Maintaining buildings and facilities

Management values the contribution by educators, families and children to the operation of the centre.

The rights of the child are paramount in all centre decision making.

## **SELF ASSESSMENT**

- Monitoring performance of the centre including:-
  - Staffing
  - Enrolments
  - Funding
  - Community connections

## **SOURCE**

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

Community Childcare Governance and Management of the Service Sample Policy

National Quality Standards 2011

Childcare NSW Management Participation Sample Policy

## **REVIEW**

Annually

To be reviewed April 2017