

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Governance Policy*

<p><b>Related documentation</b></p> <p><b>Policies:</b></p> <p><b>Procedure:</b></p> <p><b>Regulation/s/ Standards:</b></p> <p><b>References:</b></p>	<p>Code of Conduct</p> <p>Management of Records Confidentiality</p> <p>Education and Care Services National Regulation 4.7 National Quality Standard Area 7</p> <p>AFDC Ltd. Constitution ACECQA Research &amp; Resources NSW Family Day Care Association</p>
<b>Date effective</b>	August 2022
<b>Date for review</b>	November 2023
<b>Purpose</b>	Armidale & District Family Day Care Limited, as the approved provider, is committed to providing robust governance and management systems or Armidale Out of School Hours Care, ensuring the effective, transparent and competent operation of the service, in line with the Company's Constitution.
<b>Responsibility</b>	Directors and Management

#### **Key information:**

The Governance Policy is intended to clarify the content of the organisation's Constitution.

Armidale & District Family Day Care Limited is a constitutional corporation, limited by guarantee.

The Board of Directors is an elective, representative and collective body.

- a) The determination of Directors is the prerogative of Company members through the election process;
- b) No member can be mandated through their constituency to adopt a position if they do not believe it to be in the best interests of the Company;
- c) Each member can express their own point of view. Once a collective decision has been taken, all Directors are required to support that decision.

The Board of Directors values the important role played by service Management, the Nominated Supervisor Responsible Persons and Educators, and will use its best endeavours to ensure that they are provided with the necessary training and support to ensure they are able to implement all service policies and procedures.

### **Overall Responsibilities:**

- The responsibilities of the Board of Directors, both individual and collective, are outlined in AFDC's Constitution, *Part IV: The Board of Directors and Management*;
- The Business Manager is responsible for the overall management and administration of the business operations of Armidale and Family Day Care Limited, including Armidale Out of School Hours Care;
- The Nominated Supervisor is responsible for regulatory requirements governing the operation of Armidale Out of School Hours Care.

### **Board/Management Relationships:**

The collective role of the Board of Directors is to focus on the strategic direction of AFDC Limited; where Directors do need to become involved in operational matters related to Armidale Out of School Hours Care, they should separate their strategic roles from their operational roles.

### **Board Responsibilities:**

In relation to Armidale Out of School Hours Care, The Board of Directors of AFDC must:

- Ensure compliance with the objects, purposes and values of the Company for the service.
- Ensure the availability of appropriate space, equipment and facilities;
- Ensure that policies are developed in line with the Education and Care National Regulations and the National Quality Standards;
- Set and approve financial budgets and monitor the financial performance of the service to ensure solvency, financial strength and sound performance within the Company;
- Select, evaluate the performance of and, if necessary, dismiss the Company's Business Manager and the Nominated Supervisor of Armidale Out of school Hours Care;
- Set and maintain a framework for the delegation of internal control.
- Review and monitor the effectiveness of risk management within the service;
- Deal with and manage conflicts that may arise, including conflicts between Directors, management, Educators, and families;
- Consider the social, ethical and environmental impact of the service's activities and decisions;
- Evaluate and improve the performance of the Board and management, investing in Governance training to increase its capacity.

### **Board Delegation to Management:**

The Board of Directors will delegate the following responsibilities to Management and the Nominated Supervisor:

- The implementation of a system off risk management;
- Performance reporting;
- Notifications and reporting to the regulatory authority;
- The self-assessment and quality improvement process, and
- Confidentiality of records.