

ARMIDALE AND DISTRICT FAMILY DAY CARE

GOVERNANCE POLICY

Related documentation	
Policies:	Code of Conduct
Procedure:	Management of Records Confidentiality
Regulation/s/ Standards:	Education and Care Services National Regulation 4.7 National Quality Standard Area 7
References:	AFDC Ltd. Constitution <i>ACECQA Policies and Procedures</i>
Date effective	July 2023
Date for review	July 2025
Purpose	Armidale & District Family Day Care Limited, as the approved provider, is committed to providing robust governance and management systems, ensuring the effective, transparent and competent operation of AFDC.
Responsibility	Directors and Management

Key information:

Effective leadership and service management are important in guiding and supporting the delivery of quality education and care programs. It is through good governance and management that the effective functioning of the service can be ensured across all seven quality areas of the National Quality Standards, enabling quality outcomes for children and their families.

This Governance Policy clarifies the content of AFDC's Constitution, as follows:

Armidale & District Family Day Care Limited is a constitutional corporation, limited by guarantee. The Board of Directors is an elective, representative and collective body.

- The determination of Directors is the prerogative of Company members through the election process;
- 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.
- Each member can express their own point of view. Once a collective decision has been taken, all Directors are required to support that decision.

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 Family Day Care;

- The Nominated Supervisor is responsible for regulatory requirements governing the operation of Armidale Family Day Care.

Board and Management Relationships:

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

Board Responsibilities:

In relation to Armidale Family Day Care the Board of Directors, as a collective, must:

- Guide the overall direction of AFDC, ensuring compliance with the objects, purposes and values of the service, as stated in AFDC's Philosophy.
- 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.
- Select, evaluate the performance of and, if necessary, dismiss the Company's Business Manager and AFDC's Nominated Supervisor.
- Set and maintain a framework for the delegation of internal control and accountability.
- Review and monitor the effectiveness of risk management within the service.
- Deal with and manage conflicts that may arise, including conflicts between Directors, management, staff, Educators and families.
- Consider the social, ethical and environmental impact of the service's activities and decisions, and
- Evaluate and improve the performance of the Board and management, investing in Governance training to increase its capacity.

Provider Digital Access (PRODA) Registration:

Each Director, as a Person of Management Control, must:

- have an individual RA (Regulatory Authority) number and PRODA account,
- be linked to the provider in CCSS (Child Care Subsidy System),
- keep their information up to date and correct in CCSS,
- notify the department when they join or leave the service,
- Provide evidence that they are a fit and proper person and have undergone appropriate background checks.

Board Delegation to Management:

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

- The implementation of a risk reporting and management system.
- Coordination Unit staff and Educator Performance Appraisals.
- Compliance with all relevant legislative requirements.
- Notifications and reporting of accidents, incidents and complaints to the Regulatory body and the Office of the Children's Guardian.
- The self-assessment and quality improvement process, and
- The Confidentiality of Records.

Principle Guiding this Policy

The Board of Directors values the important role played by Management, Coordination Unit staff and Educators and will ensure a professional development budget is available to provide both induction and ongoing training so that all partners are competent in the implementation of all AFDC policies and procedures and in fulfilling their roles effectively.