



GOVERNANCE AND MANAGEMENT POLICY (ELC)

1 PURPOSE

This policy outlines Minaret College's approach to enable:

- good governance and management of the organisation
- accountability to its stakeholders
- compliance with all regulatory and legislative requirements placed on the organisation
- the organisation to remain solvent and comply with all its financial obligations.

2 SCOPE

This document applies to Minaret College as the Approved Provider, Persons with Management Control and ELC staff and should be read in conjunction with the Organisational Structure and relevant job descriptions, which outline the duties, roles and responsibilities.

3 PROCEDURES

Minaret College ELCs are run by Minaret College Inc and all governance matters are managed by the Minaret College Board through the Executive Principal and/or Persons with Management Control.

The Approved Provider is responsible for:

- ensuring that the service has appropriate systems and policies in place for the effective governance and management of the service to comply with the legislative and regulatory requirements
- inducting ELC educators and staff and providing a code of conduct, information on legal and ethical requirements
- maintaining all records taking into account the privacy and confidentiality requirements
- ensuring that each ELC service pursue its stated purpose and remains viable
- implementing appropriate systems are in place to monitor compliance
- undertaking strategic planning and risk assessment on a regular basis and having appropriate risk management strategies in place to manage risks faced by the service
- approving annual financial statements and providing required reports to government
- working to the standards set under the National Quality Framework and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community
- disclosing conflicts of interest as soon as they arise and effectively managing them

4 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

DOCUMENT CONTROL

Doc ID: ELC-POL-006

Version 1.2

Reviewed: March 2022

Approved: October 2018