**Management Committee Policy**

The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Service. When they are involved in decision-making, families and the community are more likely to understand decisions and make a commitment to support the Service.

**National Quality Standard (NQS)**

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| Quality Area 7: Governance and Leadership | | |
| 7.1 | **Governance** | Governance supports the operation of a quality service |
| 7.1.1 | **Service philosophy and purposes** | A statement of philosophy guides all aspects of the service’s operations |
| 7.1.2 | **Management Systems** | Systems are in place to manage risk and enable the effective management and operation of a quality service |
| 7.1.3 | **Roles and Responsibilities** | Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service |
| 7.2 | **Leadership** | Effective leadership builds and promotes a positive organisational culture and professional learning community |
| 7.2.1 | **Continuous improvement** | There is an effective self-assessment and quality improvement process In place |
| 7.2.2 | **Educational leadership** | The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle |

**PURPOSE**

We are committed to providing a strong management committee team who are aware of their roles and responsibilities to the Service, children, families, educators and community. The Management Committee will adhere to Education and Care Services National Regulations and the National Quality Standard, ensuring positive working relationships are formed. The Management Committee will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service’s philosophy.

**SCOPE**

This policy applies to management, educators and families of the Service.

**IMPLEMENTATION**

The Management Committee is a way to give families a say in what happens within our Service. We believe in providing families with the opportunity to work in partnerships with our managing team to assist in making decisions about how our Service is operating, including policy review and practice which is reflective of our Service’s philosophy.

The Management Committee is elected each year at our Annual General Meeting. The members of the committee include: Executive Committee (Chairperson, Treasurer and Secretary), parent representatives, the Director and Staff Representative.

**In relation to the Service:**

* The Management Committee will be involved along with families and Educators in the development and review process for all policies and procedures.
* The Management Committee will reflect upon and provide feedback on the Quality Improvement Plan, documenting continuous improvement.
* The Management Committee will ensure all ideas and concerns are recognised and addressed.
* The Service management will seek assistance from families in the way of a Management Committee to represent the family body of the Service in respect to Policy decisions and any other areas of interest.
* Written information regarding the Service’s management structure will always be made available to families.
* Whilst the Nominated Supervisor is responsible for the day to day running of the Service, it is to be in line with the decisions of the Management Committee.
* The Management Committee consists of a Chairperson, Licensee, Secretary (not staff), Nominated Supervisor, other elected members and two staff representatives.
* The members of the Management Committee, (other than the Nominated Supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
* Meetings are held on the first Monday of the month on a quarterly basis starting from 6:00pm to 6:45pm.
* All families are encouraged to attend the Management Committee meetings and may vote on motions.
* A copy of the minutes of Management Committee meetings is available to all families on the notice board in the foyer. Notices and agendas of forthcoming meetings are also posted on the notice board or may be emailed to families if more convenient.
* The Management Committee will be made aware of the Service’s grievance policy and procedure.

**Functions of the Management Committee:**

The Management Committee has four vital functions and Committee members contribute to one or more of these functions, depending on their interests and skills:

* Finance - fundraising etc.
* Communication - keeping the Service’s community informed of Committee decisions, new policies and events etc.
* Future planning - being actively involved in the Service’s Quality Improvement Plan and the Professional Development Plan for the Service.
* Policy development – formulating and updating the Service’s policies and philosophies. The Nominated Supervisor, families and staff also contribute to the policy review process.
* The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult this regularly.

**Source**

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| * Australian Children’s Education & Care Quality Authority. (2014). * Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015. * ECA Code of Ethics. * Guide to the National Quality Standard. * Early Years Learning Framework for Australia: Belonging, Being and Becoming * Revised National Quality Standards * Childcare Centre Desktop |

**Review**

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| Date Reviewed | Modifications | Next Policy Review Date |
| November 2016 | New Format created and policy created | September 2017 |
| September 2017 | Minor changes made to policy | December 2018 |
| October 2017 | Updated references to comply with the revised National Quality Standard | December 2018 |