

## GOVERNANCE POLICY

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## 1 NQS

QA6	6.1.2	Families have opportunities to be involved in the service and contribute to service decisions.
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing.

QA7	7.1.1	Appropriate governance arrangements are in place to manage the service.
	7.3.1	Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
	7.3.3	The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints

## 2 National Regulations

Reg	168	Education and care services must have policies and procedures
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	181-184	Confidentiality and storage of records

## 3 Aim

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality education and care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework

## 4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids' Uni CBD, Kids' Uni iC.

UOW Pulse Ltd Privacy Policy (PUL-BUS-POL-013)

Record Keeping and Retention Policy (CHI-ADM-POL-049)

## 5 Service Structure

5.1 Our service has the following organisational structure.

The Approved Provider is: UOW Pulse , delegated to ALF MACCIONI (CEO)

- i. The Approved Provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.
- ii. Our Approved Provider is also responsible for:
  - a. Ensuring the financial viability of the service.
  - b. Overseeing control and accountability systems.
  - c. Supporting the Nominated Supervisor / Responsible Person in their role and providing resources as appropriate for the effective running of the service.
- iii. The Head of Early Education reports to the Approved Provider and is responsible for offering support and guidance to the Approved Provider, and Nominated Supervisors to ensure compliance with National Law and Regulations, high quality practice and financial viability.
- iv. Our Nominated Supervisor is responsible for the day to day management of our service and has a range of responsibilities prescribed in the National Law And Regulations. (The Nominated Supervisors for each of our centres are detailed below)
- v. Our Educational Leaders are responsible for leading the development and implementation of the educational program. The Educational Leaders for each of our centres are detailed below.
- vi. Our Second in Charge (2IC) leaders are outlined below.
- vii. Each classroom has a Room Leader who mentors their room team to support the pedagogical direction within their classroom.

	CBD	Kids' Uni South	Kids' Uni North	iC
Nominated Supervisor	Shanae MacDonnell	Kelly Hennessy	Sara Betts	Nicole Bray
Second in Charge (2iC)	Cassie Williams	Grace Claridge	Rebecca Bartlett	Sage Fowler
Educational Leader	Shanae MacDonnell	Kelly Hennessy	Sara Betts	Nicole Bray

5.2 The appointment of the Responsible Person each day will follow the following process, unless rostered otherwise by the Head of Early Education, the Nominated Supervisor or the 2IC:

- The Nominated Supervisor is the responsible person in charge whilst at the service. If the Nominated Supervisor is absent, the 2IC is the Responsible Person in charge.
- In the absence of the Nominated Supervisor and 2IC, the first Room Leader on shift is the Responsible Person in Charge.

- In the absence of the Nominated Supervisor, 2iC and Room Leaders, the first Diploma trained educator to start each day is the Responsible Person until the end of their shift. At this time, the last Diploma to leave (late shift) becomes the Responsible Person.
- The first Diploma trained to start each day is the Responsible Person in charge until the Nominated Supervisor/2iC or Room Leader arrives (early shift).
- The last Diploma trained to leave each day is the Responsible Person in charge after the Nominated Supervisor/2iC or Room Leader leaves (Late shift).

All Nominated Supervisors will complete the *ACECQA NS01 Form* and notify ACECQA of their appointment.

All Responsible Persons will complete the *Kids' Uni Form 3 – Nomination of Responsible Person*.

## 6 Commitment to Good Governance

Our service has adopted the following eight ASX Corporate Governance Principles and Recommendations, which we recognise as suitable for our business -

### 6.1 Lay solid foundations for management and oversight.

#### *Management Principles*

To ensure our working relationships are characterised by open and respectful communication, accountability and trust our service adheres to the following management principles.

#### i. Management by Agreement

Nominated Supervisors and educators agree to produce outcomes together. Educators agree on their accountabilities and to work according to existing procedures and policies. Nominated Supervisors agree to provide educators with training, resources and support.

#### ii. Management by Exception

Once a system is in place or the Nominated Supervisor and educators have agreed upon a course of action, the educator is accountable for identifying and reporting whenever something significant occurs that isn't part of the plan.

#### iii. Clearly Defined Reporting Relationships

Everyone in the Service has only one primary manager. This reduces confusion and increase accountability and transparency. Information, requests, or delegations that would cause our educators/staff to take action or change the course of their actions will only come from the person to whom they report.

Our reporting relationships are:

- The Head of Early Education reports to the Approved Provider / CEO/
- The Nominated Supervisor reports to the Head of Early Education.
- The Responsible Person in day to day charge and Room Leaders of the service report to the Nominated Supervisor.
- Classroom educators of each room report to their Room Leaders. The Room Leader, with the support of the Nominated Supervisor, has the authority to communicate information about the work and to direct the activities of each room.
- Service support educators and staff report directly to the Nominated Supervisor.
- UOW Pulse Ltd Board make overall business decisions of all the children's services.

## 6.2 Guidelines for Effective Delegation

Our service will:

- i. Ensure clear expectations are outlined for all staff and educators. In the instance of specific projects or tasks, we will identify the work/result to delegate and to whom. Educators/other staff will not delegate responsibilities for which they are accountable or work/results that have been delegated to them with their agreement or work/results attached to someone else's position (unless that person has agreed).
- ii. Discuss the delegation with the educator/staff member whenever possible.
- iii. Get the educator/other staff member's agreement regarding the delegation, for example through signed job descriptions, signed delegation agreements.
- v. The person who delegates remains accountable for making sure the desired result is achieved.

## 6.3 Guidelines for Effective Regulation

Regulating work means monitoring, reviewing, and adjusting it to get the desired result. Our service will:

- i. Regularly review the work process.
- ii. Give quick, clear, and direct feedback and instruction that is timely and specific.
- iii. Communicate in writing.
- iv. Avoid under-regulating, over-regulating and unnecessary meetings.

## 6.4 Structure the board/partnership/association/management team to add value

To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team through meetings, phone communication, written communication such as letters, notices, and electronic communication including email.

## 6.5 Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, our approved learning framework (EYLF) and the ethical standards in the UOW Pulse Code of Conduct and the Early Childhood Australia code of ethics.

## 6.6 Safeguard integrity in financial reporting, and adhere to legal requirements relating to the receipt of government funding.

Our financial records will be completed/reviewed by an independent auditor.

## 6.7 Make timely and balanced disclosure

Unless there is a risk to the health, safety or wellbeing of a child enrolled at the service, our service will provide at least 14 days notice before making any change to a policy/procedure that may have a significant impact on our provision of education and care or a family's ability to utilise our service, including making any change that will affect the fees charged or the way fees are collected.

## 6.8 Our service will also:

- i. Advise the regulatory authority of any required notifications including any change to the person designated as the Nominated Supervisor as soon as practical.
- ii. Develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.

## 6.10 Families are given a voice in our Governance by:

- i. input in policy development
- ii. access to senior management
- iii. An avenue to have a voice around feedback through the relevant policies

**6.11 Our service will respect the rights of children by ensuring:**

- i. The Nominated Supervisor complies with their responsibilities under the National Law and Regulations.
- ii. We follow our policies and procedures including the Relationships with Children Policy, Child Wellbeing Policy and the UOW Pulse Privacy Policy.
- iii. Our children are provided with the experiences and learning which allows them to develop to their full potential.

**6.12 Recognise and manage risk**

Our service will take every reasonable precaution to protect children from harm and any hazard likely to cause injury. We will follow service policies including those covering Workplace Health and Safety, Child Wellbeing, Excursions and the Arrival and Departure of Children and complete regular risk assessments and safety checks.

## 7 Sources

Education and Care Services National Regulations 2011

National Quality Standard

Early Years Learning Framework

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

## 8 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

## 9 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Sep 2012	Sep 2013	Michele Fowler Manager – Kids' Uni	
2	Mar 2013	Sep 2013	Michele Fowler Manager – Kids' Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Feb 2014	Sep 2016	Michele Fowler Manager – Kids' Uni	Policy reviewed with no changes required. The review period changed to 3 years.
4	Feb 2015	Sept 2016	Michele Fowler Manager – Kids' Uni	Policy updated to include a table detailing the Nominated Supervisor, certified supervisors and educational leaders at each of the centres.
5	Aug 2015	Sept 2016	M. Gillmore – General Manager	Updates made to KU North and OOSH Certified Supervisors and Educational Leaders
6	August 2016	September 2019	M. Gillmore – General Manager	Updates made to South Coast Workers, Kids' Uni South and Kids' Uni iC Preschool Educational leaders and Certified Supervisors
7	July 2018	July 2021	K. Grose – Children's Services Manager	Updated to reflect updates to Nominated Supervisor and responsible person.
8	Mar 2019	Mar 2022	K. Grose – Children's Services Manager	Updated NS and RP's. Added government funding to ethical decision making.
9	November 2019	Mar 2022	Nicole Bray – Nominated Supervisor – Kids' Uni iC	Updated to reflect name change to Kids' Uni iC and all service educational leaders and second in charge.

10	June 2023	June 2026	K. Grose – Head of Early Education with Louise Windisch – Nominated Supervisor – Kids' Uni North	Updated names of Nominated Supervisors and 2iCs. Added information to reflect the introduction of room leaders Clarified information regarding delegation of responsibilities Updated process for delegation of the Responsible person
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