



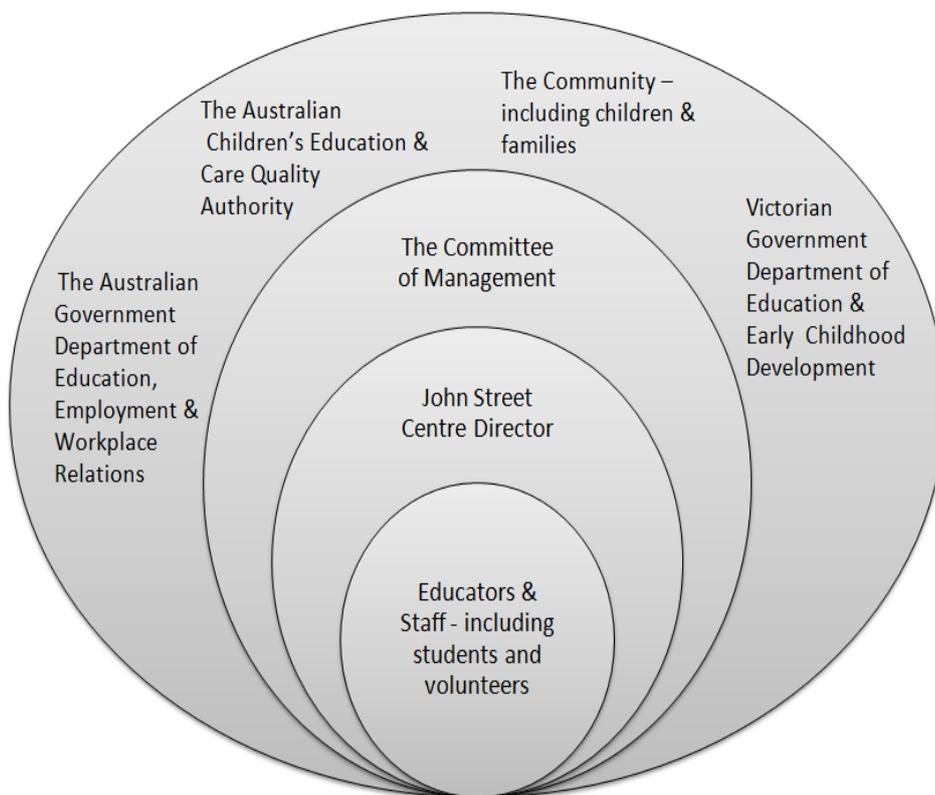
1.4 Organisational Structure, Governance & Accountability

The *Education and Care Services National Regulations* require John Street to have in place policies and procedures in relation to governance and management of the service.

As a Cooperative under the *Co-operation Act 2013*, John Street is a family-centred community managed non-profit organisation. Each family enrolled at the centre becomes a member/shareholder and is eligible to vote at general meetings, stand for election to the Board and take a role in the management of John Street.

In accordance with the Cooperative's rules, the Board of Management actively encourages all members to participate in all aspects of the management and daily activities of the Cooperative. Currently staff members are unable to become members/shareholders and vote at general meetings. Families and staff with ideas for improving the Cooperative are encouraged to speak to the Director.

The accountability structure at John Street is demonstrated in the following diagram:



Accountability Structure

John Street acknowledges the formal relationships that exist within the service, and between other agencies and key stakeholders, increasing the opportunity to create a shared vision with the community in developing John Street into an education and care service that strives towards the high expectations of all stakeholders.

Internal relationships sought by John Street are between:

- The Board and the Centre Educators and ancillary staff
- John Street and the children and families that use the service
- John Street and the local community
- All associated with John Street and the wider community.

External relationships forged with John Street are between:

- John Street and the Australian Government Department of Education
- John Street and the Victorian Government Department of Education & Training (DET(Vic))
- John Street and the Australian Children’s Education and Care Quality Authority (ACECQA).

John Street strives to establish and maintain respectful, reciprocal relationships with all stakeholders, and will be accountable for these relationships. John Street actively maintains professional relationships and accepts the responsibilities that come with meeting accountability requirements in compliance with the National Law.

Board of Management

The Board of Management is responsible for making financial and policy decisions for the users of the Cooperative. Members of the Board make themselves as available as practicable for discussion on all issues.

The Board meets every month and these meetings are open to staff and parents. If issues on the agenda are confidential, staff members and non-board members may be asked to leave during the discussion.

Under the rules of the Cooperative non-board members may not vote at board meetings.

The Board at John Street are accountable for providing:

- Clear and appropriate position descriptions
- Appropriate pay and conditions
- A safe and healthy work environment
- Equal opportunity

- Staff training and professional development
- A clear and fair process for staff appraisal.

Key responsibilities of the Board are:

- The overall management of John Street through ongoing planning and evaluation that reflects the needs and views of users of John Street
- To ensure all relevant Rules, Regulations and Acts of Parliament are abided by, including the Education and Care Services National Law Act and Regulations
- Develop and implement specific policies and procedures
- To ensure all records are kept up-to-date in line with legal record keeping requirements
- To employ staff in line with industrial obligations, abiding by all industrial awards, agreements, and conditions of employment
- To plan and monitor the finances in a proper and accountable way
- To encourage involvement of families not on the Board
- To negotiate with outside bodies regarding funding, grants, etc
- To ensure that any sub-committees of the Board operate efficiently.

The Board will not approach individual staff members concerning their performance.

There are seven Board members. The Board is elected at the Annual General Meeting for a term of two years on a rolling basis (four are elected one year, three the next), or as the need arises.

The current officers on the Board are the Chairperson, Secretary, Treasurer and 4 General Board Members.

The Chairperson

The Chairperson acts to ensure the tasks of the Board are carried out in an effective way and in a manner that encourages input and involvement from both users and staff.

Key responsibilities of the Chairperson are:

- Ensuring that the responsibilities and specific tasks of the Board are followed through
- Making sure meetings are held on a regular basis
- Planning agendas in conjunction with other members
- Chairing the meeting to ensure that all necessary business is attended to
- Ensuring proper meeting procedures are followed and decisions recorded appropriately

- Ensuring actions agreed to are followed through
- Ensuring that tasks are being completed and workloads are reasonable.

The Secretary

The Secretary acts to ensure meetings are planned appropriately, and that record keeping systems are in place, working closely with the Board and the Centre Director.

Key responsibilities of the Secretary are:

- Ensuring record keeping processes are in place and functioning
- Ensuring meetings are set up and flow smoothly, which includes preparing the agenda
- Recording incoming and outgoing correspondence
- Ensuring minutes from previous meeting are printed and distributed, and that all users and all staff have access to them
- Planning when and where meetings will occur, and informing Board members
- Taking minutes of meetings, special meetings, and Annual General Meetings
- Upkeep of membership records, licensing and registration fees, and maintaining relationships with any other professional bodies.

The Treasurer

The Treasurer acts to monitor the finances of John Street and to ensure members of the Board are informed of the financial status of the service.

Key responsibilities of the Treasurer are:

- Ensuring finances are in order and informing the Board about the state of the finances, including regular communication with administrative staff
- Preparing the budget on an annual basis (forecast income and expenditure) in conjunction with the Director
- Ensuring that an annual budget is presented and explained to the Board
- Ensuring that a system is in place for Board to monitor income and expenditure against the prediction in the budget
- Ensuring that clear statements of income and expenditure are prepared and presented to the Board on a regular monthly basis
- Ensuring the process for working out instalments for PAYG are in place and are effective

- Ensuring the process for Completing the Business Activity Statement (BAS) are in place and are effective

The Director

There is one equivalent full-time position of Director at the Cooperative. The Director acts to manage the day-to-day operations of the service delivery at John Street and facilitates a relationship between the Board of Management and the staff.

The Director is directly responsible to the Board of Management for the provision of quality childcare in accordance with the philosophy, objectives, and policies of John Street. The Director has a pivotal role in working with the Board of Management as the Director's knowledge and understanding of issues is essential to assist the board to make informed decisions.

The Director is specifically accountable to the families and the Board of Management for the provision of quality, community-based childcare within the guidelines established by the Commonwealth and State Governments.

The Director is required to manage John Street in a manner:

- Consistent with the purpose of the Co-operative;
- Responsive to the children's needs;
- Which maximises utilisation of places; and
- That operates within budget constraints.

Key responsibilities of the Director are:

- Reporting to the Board on what is happening in the service, outside the service, and on how events may impact on the service
- Implementing and ensuring staff are informed of decisions made by the Board
- Ensuring new families understand they have chosen a community-owned service and what this means
- Ensuring policy and procedures are followed and the service operates in line with the decisions set by the Board
- Monitoring the implementation of policies and procedures and reporting back to the Board on any issues that need addressing
- Providing supervision and support to staff
- Guiding the development and implementation of the programs
- Liaising with and supporting families
- Administration duties

- Managing the budget and contributing to the financial plan
- Developing policies and planning for quality improvements in conjunction with the Board of Management.

The Educators

The educators are employed to work directly with the children at John Street. Educators are directly responsible to the Director under the auspices of The Board for the provision of quality childcare in accordance with the philosophy, objectives, and policies of John Street.

All educators, including the Director, are accountable to the Board of Management as their employer. On a day-to-day basis the educators are accountable to the Director.

Key responsibilities of educators are:

- Developing and maintaining respectful, reciprocal relationships with children and families
- Implementing procedures that ensure the health and safety of those working in the service
- Assisting with the implementation and evaluation of service policies and procedures
- Assisting with supervising students and volunteers
- Completing accident/incident, medical and medication administration records
- Being familiar with the services emergency procedures as stated in the service policy document
- Preparing documentation required in compliance with the National Law.

The Administration Officer

John Street employs an administration officer to keep financial information updated and liaise closely with the Treasurer to uphold Australian Tax Office requirements, and so that bookwork is in order for the annual audit with the accountant.

Key responsibilities of the administration officer include:

- Recording receipts/payments and complete bank reconciliation
- Payroll
- Superannuation.
- Invoicing fees and miscellaneous charges
- Waitlist, and offer of spaces

Legislative Provisions

Education and Care services National Regulations 2011:

r.168(2)(l)	<i>Education and Care Service must have policies and procedures in relation to governance and management of the service, including confidentiality of records</i>
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National Quality Standard for Early Childhood Education and Care & School Age Care:

Element 7.1.1	<i>Appropriate governance arrangements are in place to manage the service</i>
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Related John Street Policies, Procedures and Guidelines

A clear process for questions, queries, comments, concerns, grievances, and complaints is documented in John Street's Policies and Procedures detailing the management structure and communication lines relating to all persons associated with John Street.

Policies	<i>Dealing with Complaints; Code of Professional Conduct; Communication with Families</i>
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Authorisation & Review

This policy was approved by the John Street Board in July 2018.