

Queanbeyan & District Preschool Association

Management Committee Handbook 2023



Acknowledgement of Country

Queanbeyan & District Preschool Association acknowledges the traditional custodians of the land in which we play, live and learn, and guide the young leaders of tomorrow. We recognise the traditional custodians' connection to land, water and community. We pay our respects to First Nations peoples and their culture, and to Elders past, present and emerging.



Who is Queanbeyan & District Preschool Association?

Queanbeyan & District Preschool Association (QDPA) is a community based not for profit organisation.

Current QDPA Management Committee:

- **Chair** – Tobi Edmonds
- **Deputy Chair** – Nicole Bowles
- **Secretary** – Russell Bennett
- **Treasurer** – Neha Thakkar
- **Public Officer & Teacher Representative** – Ashleigh Daly
- **General Members** – Matthew Sant, Caroline Cave
- **QDPA Executive Officer:** Ashleigh Daly
- **Finance/Business Manager:** Jill Thompson

QDPA is made up of four Preschools; Harris Park Preschool, Karabar Preschool, Waratah Preschool and Mura Preschool, all located within the Queanbeyan region. Each Preschool is managed by a Director who is responsible for the day-to-day operations of that service.



The History of QDPA

Queanbeyan and District Preschool Association (QDPA) was formed in May 1950, when a public meeting was held to elect a management committee that would work towards setting up a Preschool centre in Queanbeyan. For a cost of £1900 (\$3800) a weatherboard building was constructed on the grounds of an existing park in Queanbeyan named Harris Park. The Preschool was officially opened in March 1952. The Preschool was later renamed the Margaret Donoghue Memorial Preschool, in recognition of the late Mrs. Donoghue's endeavors as president and later as patron of the Association, however, the Preschool is still known in the community as Harris Park Preschool.

The growing demand for Preschool education in Queanbeyan was met by the opening of a second Preschool – South Queanbeyan Preschool, in November 1973. This Preschool was later renamed Waratah Preschool. The Preschool was built with funds raised by QDPA, whilst Queanbeyan Palarang Regional Council retains ownership of the land.

The demand for Preschool places continued to grow in Queanbeyan and this led to the opening of White Rocks Preschool, which operated from the YMCA building during the late 1970's and Early 1980's.

In 1980 it became apparent that the maintenance effort at Harris Park Preschool was becoming unsupportable and it would require a great expense to bring the building up to the standards required in the 1980's. The Association investigated the possibility of constructing a new and larger Preschool centre on the original site. With an estimated cost of \$180,000.00 the association approached Queanbeyan City Council for assistance. An agreement was reached between QDPA and council, with the Association contributing \$30,000 toward the cost of a new building and undertook an agreement to pay commercial rent to Queanbeyan City Council for the use of the building. A new two classroom Harris Park Preschool building was opened in November 1983.

Also, in 1980 the Association became known as the Queanbeyan & District Preschool Association (QDPA), with the establishment of a Preschool at Captains Flat. The White Rocks Licence was transferred from Queanbeyan YMCA to a site at Captains Flat. This Preschool was originally operated from the old Picture Theatre at Captains Flat, which was being used as a Community Hall. In 1990, after fundraising by QDPA a new purpose-built Preschool was established at 27 Foxlow Street, Captains Flat on Crown land and the Preschool was moved. In 1990 the Preschool was renamed Jingera Preschool. However, in 2016 after years of running at a loss (due to underfunding and dwindling enrolment numbers), Jingera Preschool at Captains Flat was closed by QDPA.

The History of QDPA continued...

In 1987 QDPA commenced negotiations with Karabar Housing Co-operative to establish a Preschool within the new community complex being constructed at 191 Cooma Street, Queanbeyan. As a result, Karabar Preschool was opened in September 1988. The building was later bought by St. Matthew's Church and QDPA currently rents the premise from the church.

The demand for Preschool places continued to grow and after years of lobbying various state governments, QDPA was finally successful in gaining a grant of \$850,000 to expand Harris Park Preschool. In 2012 Harris Park Preschool was extended into a 4-unit Preschool and the four classrooms began operation in January 2013. Due to the continued growth of the Association, in January 2016 the Association elected to employ an Executive Officer to oversee operations of Preschools across QDPA.

In 2020, the Association purchased a former Family Day Care and a Community Centre located at 181 Cooma Street, Karabar. This was made possible through years of careful budgeting and fundraising by the Association and extensive searching for a suitable site. In 2021, renovation/construction commenced on the fourth Preschool comprising of three Preschool classrooms - for the Association to work towards meeting the extremely high demand for places in the region. Following consultation with Ngambri Land Council and seeking community input, the name Mura Preschool was selected. The ability to progress with this project was assisted by receiving a capital works grant of \$600,000 from the NSW Department of Education.

Mura Preschool received its licence in March 2022 and the official opening event was held in May 2022.

The Association was successful in securing a long-term lease of a tract of land on Hoover Road, and future plans include the construction of a fifth preschool in the Association.

Further information about the QDPA and individual Preschools is available on our website at www.qdpa.com.au

QDPA Mission and Vision Statement

Our vision is to be an engaged, respectful and participative community of Preschools, supporting children's lifelong learning journey.

We are committed to the continued provision and support of accessible, high quality Preschool services for children and families within the Queanbeyan and Districts community.

The best interests of children are our primary consideration. We acknowledge that the rights of the child are to be upheld in our daily practice, routines, curriculum development, the organisation of staff and the decisions we make as an Association. We acknowledge that children are capable and competent within their own right, and come to us with individual knowledge, skills, culture and unique ways of being and doing.

We acknowledge that children belong first to a family. QDPA therefore advocates for the development of respectful partnerships that rely upon trust, ethical behaviour and social justice. We are committed to building positive relationships with all members of our community. These relationships are nurtured through open communication and based on principles of engagement, mutual respect, honesty and a commitment to work together towards shared goals for children and families.

As an Association, our partnership with communities strengthens our capacity to support children and families, and in turn develop thriving services. We strive to provide access to affordable quality early education that reflects local community cultures and needs. All our services are self-sustaining with any surplus reinvested back into the QDPA Preschool services.

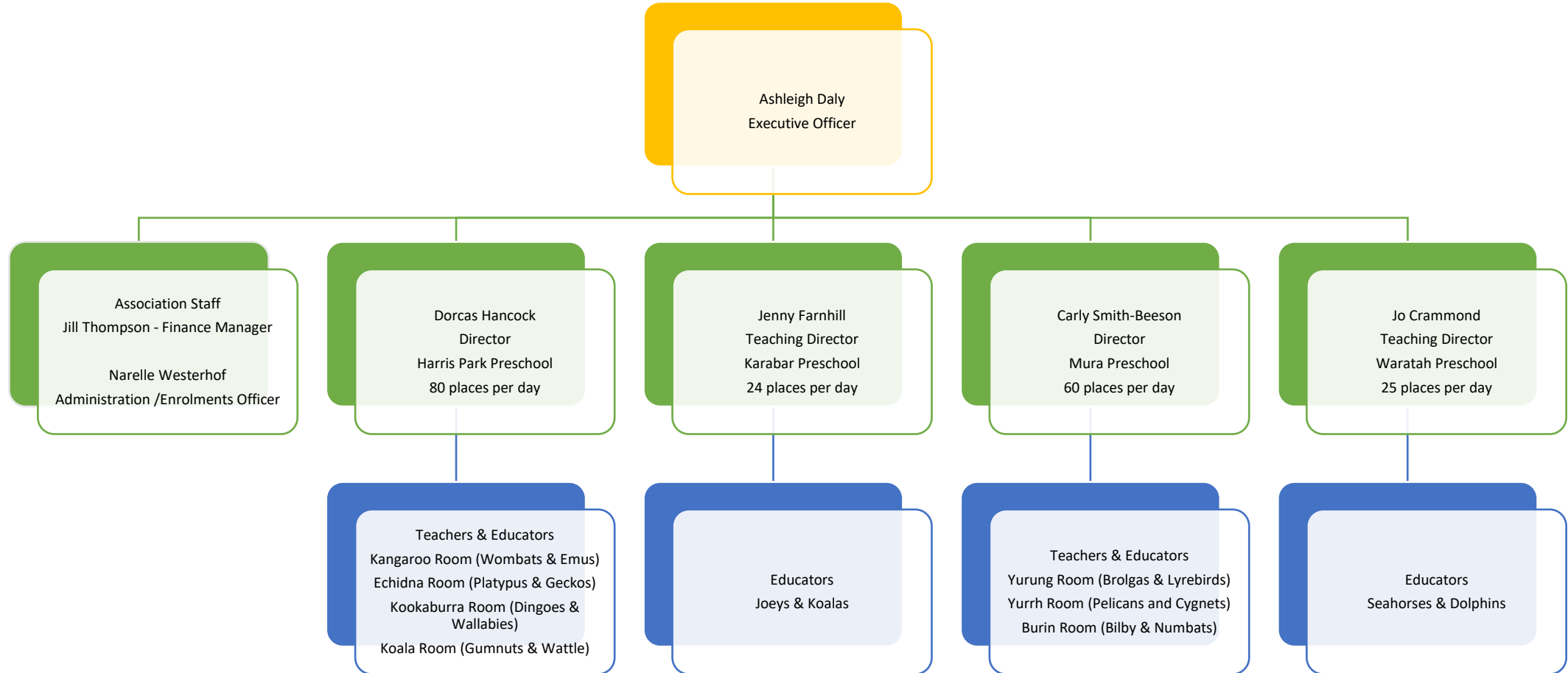
QDPA strives to be a recognised leader in the provision of quality community-based education.



Our Programs

Harris Park Kangaroo Room	Harris Park Echidna Room	Harris Park Kookaburra Room	Harris Park Koala Room	Mura Yurung Room	Mura Yurrh Room	Mura Burin Room	Karabar	Waratah
Wombats Monday, Tuesday, Wednesday 9:15am – 3:15pm	Platypus Monday, Tuesday, 8:15am – 3:45pm	Dingoes Monday, Tuesday, Wednesday 8:45am -2.45pm	Gumnuts Monday, Tuesday 8:15am- 3:45pm	Brolga Monday, Tuesday, Wednesday 8:45am -2.45pm	Pelicans Monday & Tuesday, 8:15am – 3:45pm	Bilby Monday & Tuesday 8:30am – 4:00pm	Joeys Monday, Tuesday, Wednesday 8:45am – 2:45pm	Seahorses Monday & Tuesday 8:30am – 4:00pm
Emu's Thursday & Friday 8:15am – 3:45pm	Gecko's Wednesday, Thursday, Friday 8:45am -2.45pm	Wallaby Thursday & Friday 8:15am – 3:45pm	Wattle Wednesday, Thursday, Friday 9:15am – 3:15pm	Lyrebirds Thursday & Friday 8:30am – 4:00pm	Cygnets Wednesday, Thursday & Friday 9:00am – 3:00pm	Numbats Thursday & Friday 8:15am – 3:45pm	Koala's Thursday & Friday 8:15am – 3:45pm	Dolphins Wednesday, Thursday & Friday 9:00am – 3:00pm

Organisational Structure of QDPA



This handbook as a guide

The QDPA Management Committee Handbook conveys the practices of the current QDPA Management Committee to any new or incoming Committee members who may join our Association each year. This handbook documents the undertakings of each Committee position, provides useful information for incoming members and aims to ensure continuity of information, communication and practice for all our QDPA Preschool operations.

It is important to bear in mind that as a Management Committee, members will come and go and therefore continuity of practice can be compromised and needs to be safeguarded. So, while each new year can bring wonderful and unique family and community compositions, opportunities, and needs to our Management Committee, it can also present us with challenges through changing economic factors, regulations, new teaching pedagogy or perhaps new teaching staff, and it is therefore important that such transient trends are addressed within the underlying governance framework of QDPA.

Accordingly, this handbook will be continuously updated in line with changes to QDPA practice or relevant legislation, including the National Education and Care Services Law and Regulations, as well as government funding legislations and requirements. This handbook will also reflect amendments to the Incorporated Associations Reform Act (2012) and subsequent updates to our QDPA Constitution.

This handbook has been prepared to help you become familiar with QDPA's Management Committee - it is a summary of policies, key roles and responsibilities for Management Committee members and provides information surrounding ethical management, confidentiality, decision making, accountability and transparency.

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our Preschool Association recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled within our organisation. We view good governance and management as essential to our provision of high-quality education and care in a responsible manner. To ensure our Association has good governance we will:

- Conduct our affairs legally, ethically and with integrity;
- Identify organisational risks and understand our legal responsibilities and manage these through clearly defined policies and relevant processes; and
- Ensure that mechanisms are in place for fair and transparent governance.

It is important that all Management Committee members have a clear understanding of how all QDPA Preschool services are governed and managed. To support you in understanding the complex Early Education National Quality Framework, Laws & Regulations we have included some important Early Childhood information & terminology on the following pages.

Important Information

Name of Association: Queanbeyan & District Preschool Association Incorporated	
Preschool Constitution	Reviewed end 2017/ Accepted early 2018
QDPA Policies & Procedures	Ongoing as per policy folder
Australian Business Number (ABN)	58 507 571 471
Financial Year	01 st January to 31 st December
Education & Care Directorates	
Education and Care Services National Law (2010)	Education and Care Services National Regulations (2012)
<i>National Quality Framework (NQF)</i> Governed by ACECQA (Australian Children's Education and Care Quality Authority) www.acecqa.gov.au	Funded through NSW Department of Education www.dec.nsw.com.au
QDPA Provider Approval Number	PR-00005679
Service Approval Numbers	Harris Park Preschool - SE-00007493 Karabar Preschool - SE-00007720 Mura Preschool – SE-40022401 Waratah Preschool - SE-00009483
ACECQA Delegations (Must be invited/accepted in writing & held in Preschool staff registers)	
Approved Provider - (Person with responsibility & signatory control)	All Executive Committee Members Executive Officer: Mrs Ashleigh Daly
Nominated Supervisors - (Persons with Qualifications, Experience & approval under regulation to assume management control of services)	Harris Park Preschool – Dorcas Hancock Karabar Preschool - Jenny Farnhill Mura Preschool – Carly Smith-Beeson Waratah Preschool – Joanne Crammond
Educational Leaders - (Person responsible for overseeing Educational Programs for children).	Harris Park Preschool – Dorcas Hancock Karabar Preschool - Jenny Farnhill Mura Preschool – Carly Smith-Beeson Waratah Preschool – Angela Furlanetto

Definitions

An **Approved Provider** is a person or an entity who holds a Provider Approval granted under the Children (Education and Care Services) National Law (NSW). This approval authorises the Approved Provider to operate an approved education and care service. Approved Providers were formerly known as licensees of education and care services.

The **Nominated Supervisor** is the person with responsibility for the day-to-day management of an Approved Service. The National Law requires that Approved Providers must not operate a service without a Nominated Supervisor for the service. In the absence of a Nominated Supervisor a Responsible Person will need to consent to filling the role. In most cases the Director is the Nominated Supervisor.

Under the National Law a **responsible person** must be physically present at a centre-based service at all times that the Approved Service operates. A responsible person can be;

The Approved Provider; or

The Nominated Supervisor; or

A person who has been deemed suitable and who has consented to be placed in day- to-day charge of the service

The role of the **Educational Leader** will be to lead the development and implementation of the educational curriculum in the Preschool. The National Regulations require the Approved Provider to appoint the Educational Leader in writing and note this designation in the staff record of service.

National Quality Framework

The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early education and care services across Australia. The NQF aims to raise quality and drive continuous improvement through:

- The National Law and Regulations
- The National Quality Standards (comprising of seven quality areas)
- An assessment and quality rating process
- National approved learning frameworks
- A regulatory authority in each state and territory responsible for the approval, monitoring and quality assessment of services in their state or territory In NSW, the Regulatory Authority is the Early Childhood Education Directorate (NSW Department of Education).
- A national body (ACECQA) who guides the implementation of the NQF and works with the regulatory authorities.

The NQF recommends higher staff qualifications; better ratios of staff working with children; identifying educational leaders to drive improved educator practices; stronger evaluations of curriculums; and collaboration with families, recognising them as critical to the teaching and learning process of each individual child.

Current Rating and Assessment

Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standards. They will also be given an overall rating of Significant Improvement Required, Working Towards, Meeting, Exceeding, or Excellent. Services not yet assessed are given a rating of 'Provisional—Not yet assessed under the National Quality Framework' and must display this rating at the service. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's chosen education and care provider.

As of March 2023, our Preschools are rated as follows:

- Karabar Preschool Exceeding
- Harris Park Preschool Exceeding
- Waratah Preschool Meeting
- Mura Preschool Not yet assessed – this is due to occur after 12 months of operation

*****All our preschools are anticipating to go through Assessment and Rating in 2023*****

Responsibilities of the Management Committee

The QDPA Management Committee are the Approved Providers of QDPA. As Approved Providers, there are specific responsibilities which are:

- Ensuring the safety, health and wellbeing of children attending;
- Improving the educational and development outcomes for children attending;
- Promoting continuous improvement in the provision of quality education and care.

All committee members must be aware of the National Quality Framework as they may be considered to be both 'involved' as well as having 'management and control' of the service. Professional experience and qualifications are not necessary but can support an approved provider application.

Members of the management committee must have effective communication processes so that any risks or issues can be notified immediately and risks to children or the service can be properly managed and minimised.

The regulatory requirements are strict, and penalties may apply where an Approved Provider has not taken reasonable steps to meet its key responsibilities under the law.

It is important that all Management Committee members are dedicated to the work of the Management Committee by sharing the workload, participating in Committee activities and taking responsibility for the decisions it makes. The Management Committee needs to have common goals and shared interests as well as respect for one another's ideas and opinions.

What makes an effective member?

It is important to remember that the key to being an effective Management Committee Member is the attitude and values that you bring to the position. Here are a few suggested principles to help you be an effective Committee Member:

- Try to attend Management Committee meetings regularly and take an active part in meetings;
- Support the Executive Officer and Preschool Directors; be aware of and keep up to date with what is happening at different Preschools (for example read Preschool Parent Newsletters, understand Funding Agreements, read meeting reports and the QDPA Annual Report);
- Always put the Preschool and Association's interests above your own personal interests;
- Declare any conflicts to the Chair in any matter that could affect your decision-making process and be prepared to step aside for votes or discussion when there is a direct or indirect conflict of interest;
- Use any information gained through the position appropriately - that is, in the best interests of the Association;
- Ask questions and find out how proposed actions/changes will affect specific Preschools or seek further information to clarify anything you do not understand;
- Work as a team with the Management Committee to make joint decisions and work towards shared goals, whilst making sure you act independently and not at the bidding of other members wishes;
- Maintain the confidentiality of children, families, staff and the Committee at all times;
- Take personal responsibility for ensuring the Association is meeting its legal and ethical requirements;
- Show respect to fellow Management Committee Members and listen to their point of view;
- Have a sense of humour and enjoy Committee meetings.



Becoming a Committee Member

How do you become a Committee Member?

Our current Committee Members are always happy to answer questions to assist you in making an informed decision to join our Committee.

At the Annual General Meeting (AGM) each year, interested parties can nominate themselves to become a member of the Committee. We are always looking for new members and value different strengths, experiences and knowledge from our diverse families and community.

A completed Application of Membership of Association form is required to be a 'financial member' to join the committee (current and past families membership fees of \$1 are considered paid as part of their advance fee payment for their child, however, the form requires completion).

Who cannot become a Committee Member?

Persons who have been banned or disqualified by the Australian Securities & Investment Commission (ASIC) are not eligible to be members of the QDPA Management Committee. All prospective members of the Committee are checked against the ASIC "banned & disqualified" list for this reason.

Roles of the Management Committee

The QDPA Management Committee consists of between seven and twelve elected members. These positions include the executive office-bearers being Chair, Vice-Chair, Secretary, Treasurer and Public Officer, together with at least three General Committee members, a Parent Representative and a Teaching Representative (expected to be the QDPA Executive Officer or delegate). All members hold equal voting rights; however, paid employee members are non-voting members. A member may hold up to two offices (other than both Chair and Vice-Chair).

The QDPA Constitution provides that the elected members of the Management Committee are to hold office for two years. The intention in having a two-year commitment from elected members is to provide consistency in management and direction for the Association. Resignations from the Management Committee should be made in writing to the Secretary. In the event a vacancy is created under these circumstances, the Management Committee may appoint a member of the Association to fill the vacancy subject to the provisions in the Constitution.

Chair (Executive Member)

The role of the QDPA Chair is to ensure that the job of the Management Committee is undertaken effectively. The Chair's role includes leadership of the Management Committee, liaison with the Executive Officer, and carry out required public relations by:

- Acting as the official spokesperson, signatory or representative for the QDPA Management Committee (i.e., work with QDPA Executive Officer to draft any media or staff Association notices as required and speak on behalf of the QDPA within the broader community, represent or sign any paperwork in an official capacity on behalf of QDPA);
- Chair Management Committee meetings;
- Co-ordinate Management Committee roles;
- Work with, and support the QDPA Executive Officer, to ensure that all Preschools are aware of, and fulfilling, the requirements of the NQF, Incorporated Association Constitution, State Government funding criteria and local government licence/lease criteria;
- Work with, and support the QDPA Executive Officer, to assume a primary authority relating to staffing, employee contracts, remuneration, position descriptions and performance reviews as required (i.e., sit on any recruitment panel or support any staffing performance management issues);
- Support the QDPA Executive Officer in ensuring procedures/processes are in place to secure all key documents, including licenses, insurances, certificates, policy documents etc. and ensure that they are maintained (i.e., through annual audits, ongoing editing/changes to policy, renewal of licenses, payment of fees etc.);
- Ensure all hand over tasks for the Management Committee are completed in a clear and timely manner (i.e., co-ordinate/support the QDPA AGM, support the replacement of resigning Management Committee members and the induction of new Committee Members, ensure regular updates to QDPA Handbooks).

Vice-Chair (Executive Member)

The role of the QDPA Vice-Chair is to support the QDPA Chair, and step into the role of Chairperson when required (for instance, chairing a meeting or representing the Association if the Chair is absent). This role tends not to be too arduous and includes the following:

- Chair meetings and represent QDPA in the Chair's absence;
- Assist the Chair in all duties outlined above where necessary.

Secretary (Executive Member)

The role of the QDPA Secretary is responsible for maintaining Management Committee records. Secretarial responsibilities include:

- Keeping an up-to-date list of QDPA Management and P&C Committee Members, including addresses, contact email and phone numbers;
- Consulting with the QDPA Chair, Management Committee and QDPA Executive Officer on preparation of a meeting agenda;
- Distributing an agenda for meetings, keeping in mind any requirements under the QDPA rules;
- Presenting applications for new Committee Members and P&C Committee membership to the current Management Committee for approval in accordance with governing rules;
- Collecting, reporting and responding to relevant Management Committee correspondence as directed by the Committee;
- Keeping the Management Committee's files in order and up to date.

Treasurer (Executive Member)

The extent of the work of the QDPA Treasurer has been assessed in conjunction with our current practices across the Association. QDPA has delegated all day-to-day financial administration responsibilities of our Preschool services to the QDPA Executive Officer, and all records are maintained by a full-time Finance Manager. Therefore, the role of the QDPA Treasurer is to check financial records and report on the financial position of QDPA to the Management Committee at each meeting and ensure:

- The service prepares an annual budget;
- Income and expenditure (profit/loss) is checked against the set budget and balance sheet;
- Accurate books and financial records representing the current financial situation of the Association are being kept;
- The Association is using secure and correct accounting procedures and keeps all associated documentation (i.e., invoices, receipts, bank statements etc.);
- Present annual financial statements and the auditor's report at the AGM.

Although the QDPA Treasurer's role is vital, the whole Management Committee is responsible for ensuring the financial viability and accountability of the Association and are responsible for making informed decisions about any financial issues that may present throughout the year.

General Committee Members

In addition to the roles as outlined above, the Management Committee will also have several other members (three to five) who may or may not have delegated responsibilities. QDPA Management Committee members who do not take up an executive position work towards the objectives of the QDPA Management Committee as required. Tasks can include but are not limited to the following;

- Assisting Management Committee Executive roles during busy times;
- Filling Management Committee Executive roles (Chair, Vice-Chair, Secretary or Treasurer) when they are unable to do so;
- Serve on or support Sub-Committees (i.e., P&C Committee or any Sub-Committee formed throughout the year);
- Undertake any task as specified by the QDPA Management Committee.

Additional Roles

Public Officer

The Public Officer role on the QDPA Management Committee is usually held by the QDPA Executive Officer for administrative purposes. The Public Officer is responsible for lodging all paperwork in accordance with regulatory frameworks and being the initial contact point for appropriate authorities.

Teacher Representative

Due to the nature of the role required of the Executive Officer across all of our Preschools, it is expected that the Executive Officer fills the role of Teacher Representative. The position on the Management Committee is intended to be advisory through representation of the views of teaching and support staff in line with regulatory frameworks. However, each Director is invited to join a Committee Meeting once per year to provide an update as a Teacher Representative of their respective Preschool.

Parent Representative

The Management Committee, although not necessarily current parents, will be supported by a Parent Representative. This role is intended to provide a current and future 'client' perspective to ensure the Management Committee is aware of current issues faced by families attending our Preschools.



Committee Meetings & AGM

Meeting Procedures

Sound meeting procedures ensure effective use of time and encourage Committee Members to attend. The following is designed to assist us in the preparation and smooth running of our Management Committee meetings. The QDPA Constitution indicates the minimum number of general and Committee meetings that should be held each year, however as a rule, QDPA Management Committee Meetings are held every 4 to 6 weeks. When holding a meeting it is important to be aware of;

- The quorum (the minimum number of members required to hold the meeting);
- The procedures for dealing with confidential issues;
- The importance of respecting differing views and the ability to talk through options with dignity and respect.

The Meeting Agenda

The agenda provides a framework for meetings by identifying a list of items to be discussed. It gives direction to the meeting and enables time to be kept. The agenda is circulated prior to each meeting, so Committee Members and other interested people know what will be discussed. Preparation of the agenda is usually the responsibility of the secretary (or Chair if the secretary is absent) in consultation with the Executive Officer (representing staff and services) and other Committee Members. If the agenda is lengthy, then items should be prioritised at the start of the meeting, to ensure important issues are adequately addressed, and given sufficient time. An agenda can be altered at a meeting if a motion of amendment is agreed on and approved at the meeting.

The AGM

The AGM is to be held in accordance with the QDPA Constitution. The election of the P&C Committee (a sub-Committee of the Management Committee) is also conducted at the AGM if required. The QDPA AGM generally takes place in Term 1 each year.

The role of the Chairperson at the Meetings

The Chairperson is generally the spokesperson of the QDPA Management Committee, and they need to ensure they;

- Understand the QDPA Constitution, particularly in relation to the conduct of meetings,
- Identify the purpose of the meeting;
- Have a pre-planned agenda, but are prepared to make adjustments (with the approval of Committee Members at the meeting);
- Have all the relevant information at hand (minutes of previous meetings, copies of reports, etc.);

During a meeting, the Chairperson needs to;

- Provide direction for the meeting, keep the meeting relevant and in accordance with agreed time, remain impartial, and avoid leading the meeting from the chair. If the chairperson holds a strong viewpoint on an item and wishes to participate in the discussion, they should allow another member to chair that component of the meeting;
- Provide opportunities for participation from all who are in attendance;
- Be aware of individual needs within the group (i.e., people who have English as a second language or are nervous speakers);
- Where a conflict occurs, it should be acknowledged but not allowed to dominate, be prepared to mediate by allowing each person to present his or her point of view;
- Move the meeting forward by calling for motions after a reasonable discussion period;
- Ensure that all voters understand all motions that are put forward at the meeting;
- Ensure that motions are recorded accurately and reflect the intentions of the mover and seconder, if the motion prescribes an action; the chair should call for or nominate a delegate to carry out the task.

It is important to remember that while the Chair of the Management Committee provides leadership and direction within the meeting, there is an onus on all those present at the meeting to take responsibility to ensure the success of the meeting and progress through the agenda.

Meeting Minutes

Meeting minutes are a concise and accurate record of decisions resolved at the meeting and are extremely important. They comprise the recorded history of the Association. Minutes should include;

- A copy of the agenda;
- Date and commencement time of the meeting;
- The name of the person chairing the meeting;
- The venue (if the place varies);
- Attendees;
- Apologies;
- A motion confirming/accepting the previous minutes as a true and accurate record, or notes as to where previous minutes should be amended business arising from the minutes;
- A record of correspondence (incoming and outgoing);
- A brief summary of reports presented during the meeting;
- Items of general business (including a brief summary of discussions and any decision made);
- The time the meeting closed.

Meeting minutes should be written up as soon as possible after the meeting. Every meeting should start with a motion to confirm and accept the previous minutes or note changes. Once the minutes have been confirmed, the Public Officer needs to sign each page of the previous minutes. It is good practice to keep the minutes in a book that does not allow pages to be easily removed (for instance, paste them into a book with numerically numbered pages). Minutes must be kept for 7 years. Distribution of the minutes varies; however, all members must have access to them. Therefore, it is important to be aware of how sensitive and confidential issues are recorded in the minutes. It may be necessary to record more confidential decisions in another place and refer only to the decision in very broad terms.


(Source: CCSA Community Governance, Roles and responsibilities of the Committee/Board - Fact Sheet).



Decision Making, Strategic Planning & Risk Management

Responsibility for making decisions falls to the whole Management Committee. When decisions are to be made, especially around practice or policy change, it is imperative that Management Committee are provided with, or gather relevant material through research, benchmarking and networking. All members should have the opportunity to hear the issues/facts, discuss openly and be listened to so they can make fully informed decisions. Decisions are made through a voting process. Further information on this process is available in the QDPA Constitution.

The Management Committee needs to plan beyond the end of their term of office to ensure the ongoing viability of the QDPA Association and our Preschool services. Strategic planning, strong service policies and clear risk management procedures help to focus the Committee, staff and parents on working together towards the same long and short-term goals and thereby provide security and ongoing quality across the Association. A 5-year strategic Plan will be developed and maintained by the QDPA Management Committee in consultation with the Executive Officer & individual Preschool Directors. The Strategic Plan is currently under review for the 2023-2027 term.



Accountability & Transparency

Transparent communication and decision making will help build confidence across the Association and ensure that everyone is working towards the same outcomes and providing for the best interests of the children, families and staff who are members of the Association. The QDPA Management Committee should therefore regularly distribute information to members and staff via methods such as newsletters, notices, meetings, bulletins, and display boards, as they deem appropriate for the issue at hand. It is also important that members of the Association are given opportunities to provide feedback to the Management Committee. At a minimum, an AGM must be held each year to provide a report to all members about the activities of the Management Committee.

The Management Committee needs to meet at least 4 times each year. However, to ensure the Committee can make informed decisions, it is usual for the Committee to meet every 4 to 6 weeks. Prior to each meeting a notice of the meeting, an agenda and any major motion to be voted on will be sent out to each Committee Member. To conduct any business at the meeting, there must be a quorum of at least any 4 members of the Management Committee (either physically or by proxy). During the meeting, the minutes of the previous meeting are tabled, reports from Executive Members are tabled, motions are voted on and any further business is discussed.




accountability **noun**

Definition of *accountability*

: the quality or state of being accountable

especially : an obligation or willingness to accept responsibility or to account for one's actions



Ethical Management & Conflicts of Interest

All members of the Management Committee should ensure that they comply with the key principles of ethical management, which include:

- Act honestly and in good faith;
- Act with care and diligence;
- Act loyally and avoid conflicts of interest;
- Avoid abuse of opportunity and information;
- Act in the best interests of the QDPA.

Management Committee members are expected to carry out their roles impartially and to contribute to the successful achievement of the Association's goals. Under the Association Incorporation Act (2009) strong new measures were introduced to encourage improved governance of incorporated Associations. These measures include financial penalties and/or imprisonment for undisclosed conflicts of interest.

Definition: The NSW Associations Incorporation Act (2009) defines a conflict of interest as *an interest that appears to raise a conflict with the proper performance of the Committee member's duties in relation to the consideration of the matter*. A conflict of interest in any situation in which decision-making is influenced by personal, family, financial, business or other concerns.

A conflict of interest can be actual, potential or perceived. A 'perceived' conflict of interest, is where there is the idea (whether it is true or not) that dishonest behaviour from a Committee Member has, or could, occur - this can be just as damaging to the organisation as an actual conflict.

Some examples of a conflict of interest include, but are not limited to;

- Purchasing products from a business in which a Committee member has a vested or financial interest;
- Being a member of the Committee while also working for a government agency that provides funding to the service;
- A Committee member sitting on a recruitment selection or interview panel when one of the applicants is a family member;
- A Committee member using information gained during their role as a Committee member for their own personal gain.

A potential or perceived conflict of interest needs to be managed properly to ensure that it does not become an actual conflict.

QDPA Constitution

In regard to the QDPA Constitution the QDPA Management Committee will;

- Ensure that the QDPA Constitution is followed at all times;
- Ensure that the QDPA Constitution is reviewed every (3) three years.

Ensure that each new member of the QDPA Management Committee is provided with a copy of the QDPA Constitution on their appointment to the Management Committee and is updated regularly on the progress of the *Quality Improvement Plans* for each Preschools within the Association.



Workplace Relations

Workplace relations are how employers and employees relate to each other in the workplace. This is a negotiated relationship where both parties have obligations to meet the legal requirements and practices that regulate the arrangements made between them.

Common Law

Fair Work Act
National
Employment
Standards

Modern
Award/Enterprise
Agreements

Long Service Leave
Act

Work Health and
Safety Act Workers
Compensation Act

Superannuation
Guarantee
Administration Act

Anti-
Discrimination Act

Privacy Act

Employer/Employee Relationships

The employer must provide a clear outline of the role and expectations, copies of foundation documents, position description, remuneration, professional development opportunities and safe place to work.

Both the employer and employee are responsible to legislation and funding bodies though this can occur at different levels of accountability.



The employee agrees to meet their obligation as outlines to them with due diligence and professionalism in return for pay.

Both the employer and employee are responsible to children, families and the community, though this can occur with different levels of accountability.

QDPA Policies & Procedures

QDPA has policies and procedures for all aspects of operation at our Preschools. This is required as a condition of our licensing approval by the state government and is designed to ensure that children receive consistent, quality early education and care. All staff members must be aware of QDPA policies and procedures and are provided with access to all QDPA Policies and Procedures at the time of induction and during employment. Staff members are also required to sign that they have read and understand all QDPA policies. All staff members employed through QDPA are responsible for the implementation of QDPA policies and procedures.

A copy of all policies and procedures is readily available to staff, parents and committee members at each preschool and they are located on the shared drive and on OWNA. Our policies are also available via our website.

The Executive Officer regularly reviews policies and procedures to ensure compliance and currency. When policies are updated, these are provided to our Director's and Management Committee for feedback on changes or amendments that they feel may be required to these policies and procedures, prior to endorsement.

Whilst QDPA has extensive policies in place, the following policies are considered to be of particular pertinence to the Management Committee and are provided in the pack for new members accordingly.

QDPA Finance Policy

QDPA aims to achieve their financial goals through sound and consistently applied systems of financial management and control, while meeting all the statutory, accounting and legal requirements as an Incorporated Association and Registered Charity. Details of how this is managed, and delegation authorities are available within this policy.

QDPA Governance Policy

QDPA aims to ensure that all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and outcomes of the Early Years Learning Framework and the National Quality Standard. This policy outlines how Governance is approached by QDPA.

QDPA Media & Advertising Policy

QDPA acknowledges that the media provides an effective vehicle to communicate information to the Queanbeyan community and wider public. This, however, can present challenges when approached by the media for comment or for advertising requests. This policy provides guidance as to what responses and whose participation are considered suitable.

QDPA Work Health & Safety Policy

QDPA has a responsibility to protect the health and safety of each employee, student or volunteer at all times. Our health and safety practices affect your physical and psychological health and safety. We have a duty of care to provide all employees and our Committee Members with a safe and healthy environment.

Each state and territory government has its own Workplace Health and Safety (WHS) legislation and regulations, which govern the standards of health and safety in the workplace. All QDPA preschools comply with the relevant WHS legislation. *QDPA Work Health and Safety Policy* can be found in the Policy Manual along with all other policies. This is a significant policy because it enables all staff and others within our work environments to safeguard themselves, their co-workers and their workplace.

QDPA Privacy & Confidentiality Policy

QDPA will maintain private and confidential files for staff, children and families. These records are securely stored and maintained according to the National Privacy Principles. Staff need to maintain children's information and store documentation according to *QDPA Privacy & Confidentiality* policies at all times.

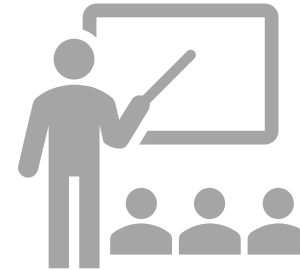
Early childhood settings require personal information from families to provide appropriate and responsive care. This information needs to be maintained and will be managed by each Preschool in a private and confidential manner.

All staff receive a copy of the QDPA Privacy & Confidentiality Policy and need to sign their agreement to abide by this policy when signing their employment contract. QDPA Management Committee members are also required to sign and abide by our confidentiality agreement.

Privacy and social media



It is a breach of confidentiality and privacy to make posts or comments about children, families, staff or management from QDPA on social media sites. It is also inappropriate to post pictures of children, families, staff or management from QDPA on personal social media sites. We ask that families and Committee Members do not post photos and images of other children on any social media account (personal or public).



Each Preschool and the Association have active social media pages that are used to share significant events and achievements as a way of positively promoting the Association, as well as networking with other relevant services in the community. Administrators of these social media pages must ensure that all content that is shared is written professionally and ethically, and any photos used have obtained written permission from families prior to posting to these platforms. Committee Members are encouraged to follow these pages and make positive contributions to the work and achievements across each Preschool.

Now you've been elected, what's next?

The top actions for new committee members is to:

- Access and read the Constitution
- Access and read QDPA's strategic plan
- Complete the Committee Member Confidentiality Agreement
- Register for a Director ID with the ATO (if you don't have one already)

As an Approved Provider:

- Complete the (PA02) Declaration of Fitness and Propriety, including providing a clear photocopy/scan of a driver's licence
- Complete a volunteer Working with Children Check
- Complete a Criminal History Check
- Ensure the notification of change to information about provider (PA08) is completed
- Ensure the Annual Summary of Financial Affairs (Form A12) is submitted to NSW Fair Trading within one month after holding the AGM
- Ensure the Responsible Persons (Committee Members) with ACNC is updated
- Provide a current CV outlining your skills and abilities as an Approved Provider

On acceptance of membership to our Committee, the Public Officer/Executive Officer will provide all the information required to the new member(s) and support any questions regarding the process of provision of these forms



Our Office Team

Ashleigh, Jill & Narelle

- **Office Contact Information**
- Phone: (02) 6297 1640
- Email: admin@qdpa.com.au
- Website: www.qdpa.com.au

QDPA Association Office

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Association Administration:

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Email: Admin@qdpa.com.au

Finance Manager: Jill Thompson

Executive Officer: Ashleigh Daly

Ashleigh.daly@qdpa.com.au

Web Site: <http://qdpa.com.au>

Waratah Preschool

27 Alanbar Street

Karabar NSW 2620

Director: Joanne Crammond

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CONTACT US



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61 Lowe Street

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Karabar Preschool

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Director: Jenny Farnhill

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Mura Preschool

181 Cooma Street

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**Welcome to Queanbeyan & District Preschool
Association Management Committee**
