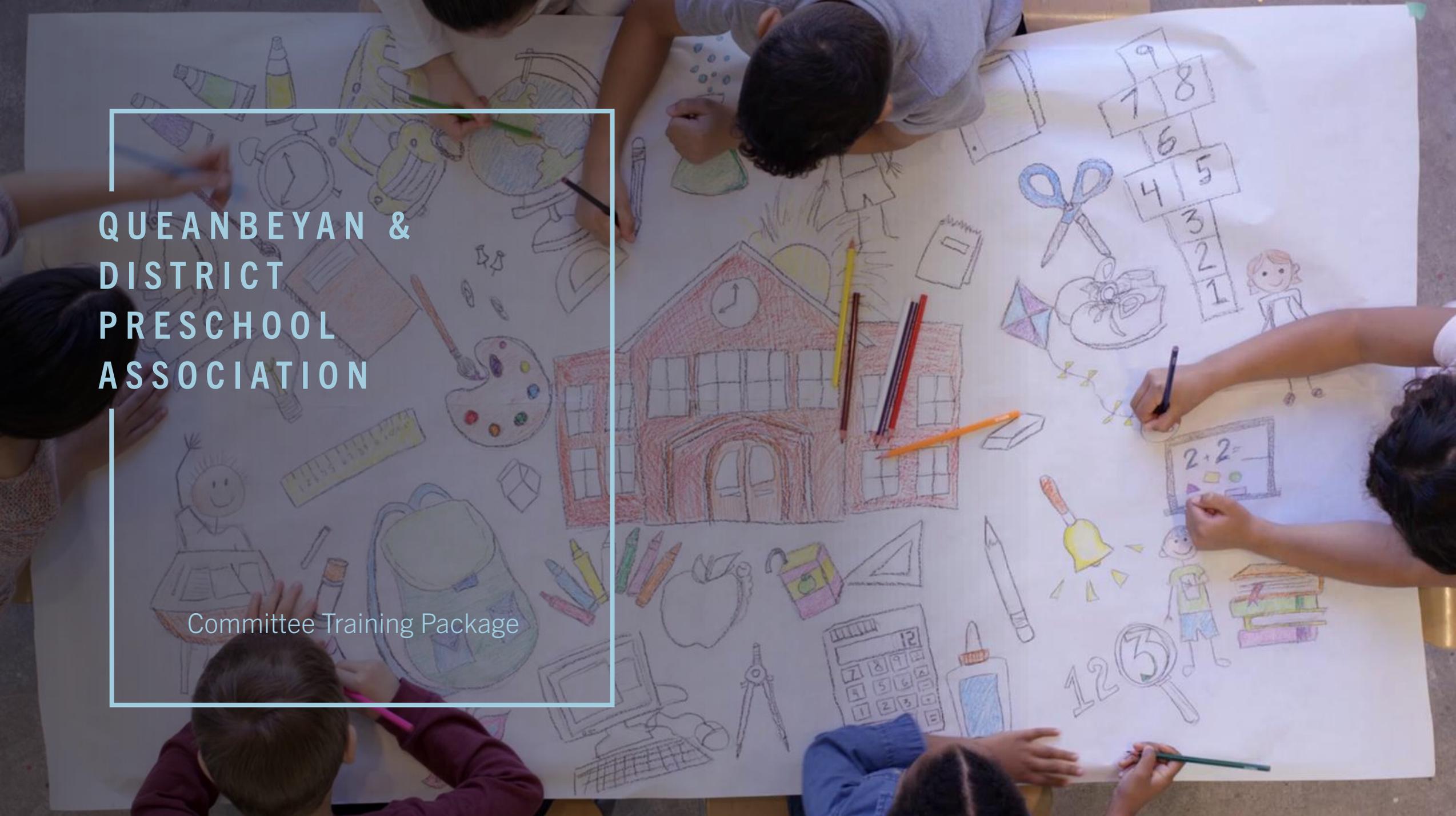


QUEANBEYAN & DISTRICT PRESCHOOL ASSOCIATION

Committee Training Package



WHO IS QUEANBEYAN & DISTRICT PRESCHOOL ASSOCIATION (QDPA)?

QDPA is made up of four Preschools, all located within the Queanbeyan region.

Harris Park Preschool (80 places – 4 classrooms of 20 children)

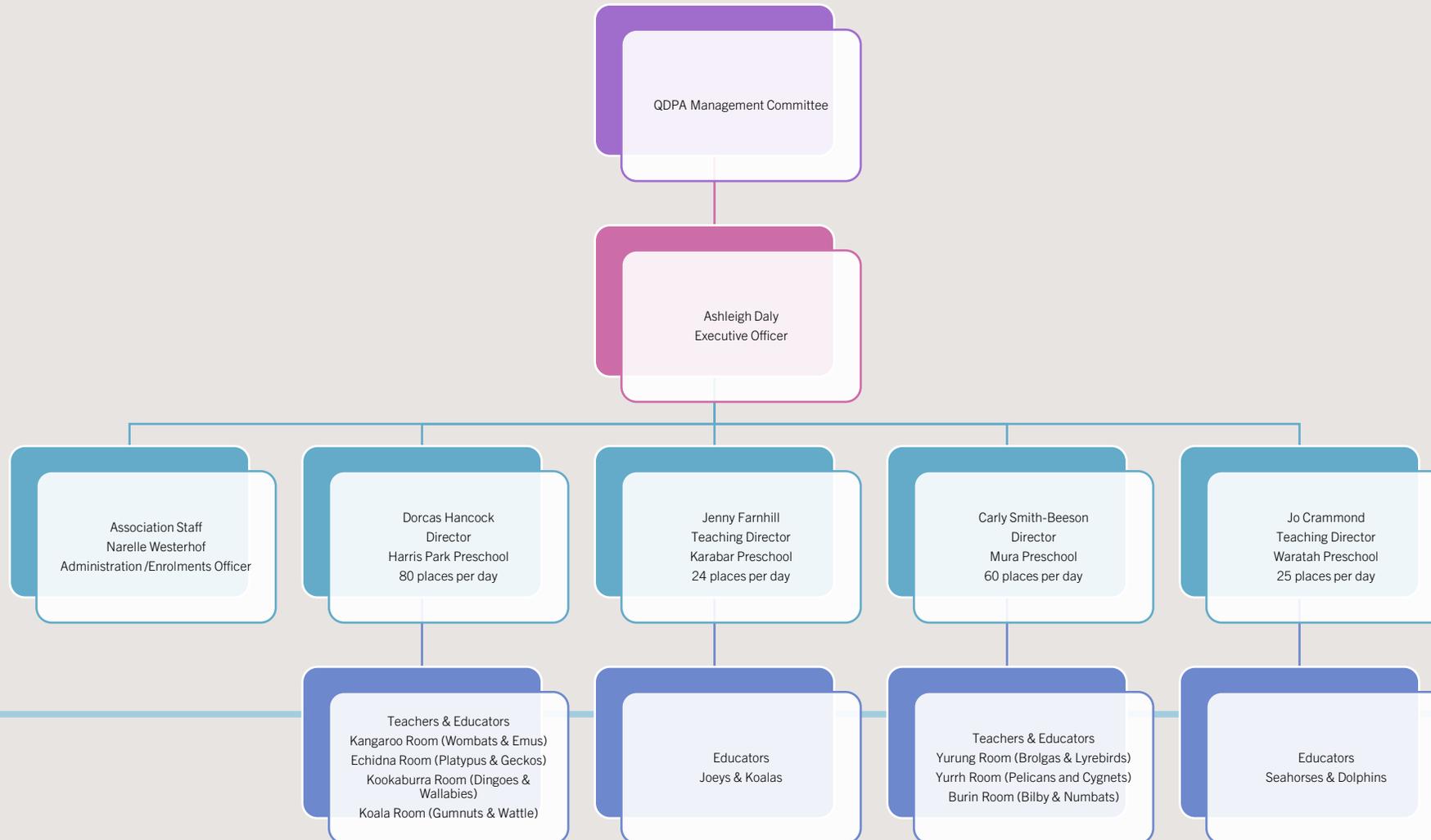
Karabar Preschool (24 places – 1 classroom)

Waratah Preschool (25 places – 1 classroom)

Mura Preschool (60 places – 3 classrooms of 20 children)

Each Preschool is managed by a Director who is responsible for the day-to-day operations of that service.

ORGANISATIONAL STRUCTURE OF QDPA



QDPA VISION AND MISSION STATEMENT

***This needs to be a 2024 commitment and priority for revision to ensure this aligns with the goals and strategic direction of the organisation.

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.

**IMPORTANT
GOVERNANCE
AND
COMPLIANCE
INFORMATION**

Name of Association: Queanbeyan & District Preschool Association Incorporated	
Preschool Constitution	Reviewed 2023 and approved by Fair Trading
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 – Prabin Subedi Karabar Preschool - Jenny Farnhill Mura Preschool – Christina Cake Waratah Preschool – Joanne Crammond

IMPORTANT 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.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

The QDPA Executive 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.

BEING 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 Executive Officer and/or 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.

ROLES AND RESPONSIBILITIES

- 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.
- Resignations from the Management Committee should be made in writing to the Secretary.

CHAIRPERSON (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 CHAIRPERSON (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 the Executive Officer and external book-keeper. 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.

MEETING PROCEDURES & AGM

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 AGM is to be held in accordance with the QPDA 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.

DECISION MAKING, STRATEGIC PLANNING & RISK MANAGEMENT

- Responsibility for making decisions falls to the whole Management Committee.
- Decisions are made through a voting process.
- 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
- A 5-year strategic Plan is developed and maintained by the QDPA Management Committee in consultation with the Executive Officer & individual Preschool Directors.

ACCOUNTABILITY & TRANSPARENCY

- Transparent communication and decision making
- The QDPA Management Committee should endeavour to 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.
- 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.
- There must be a quorum of at least any three members of the Management Committee
- 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.

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.

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

Regarding 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.

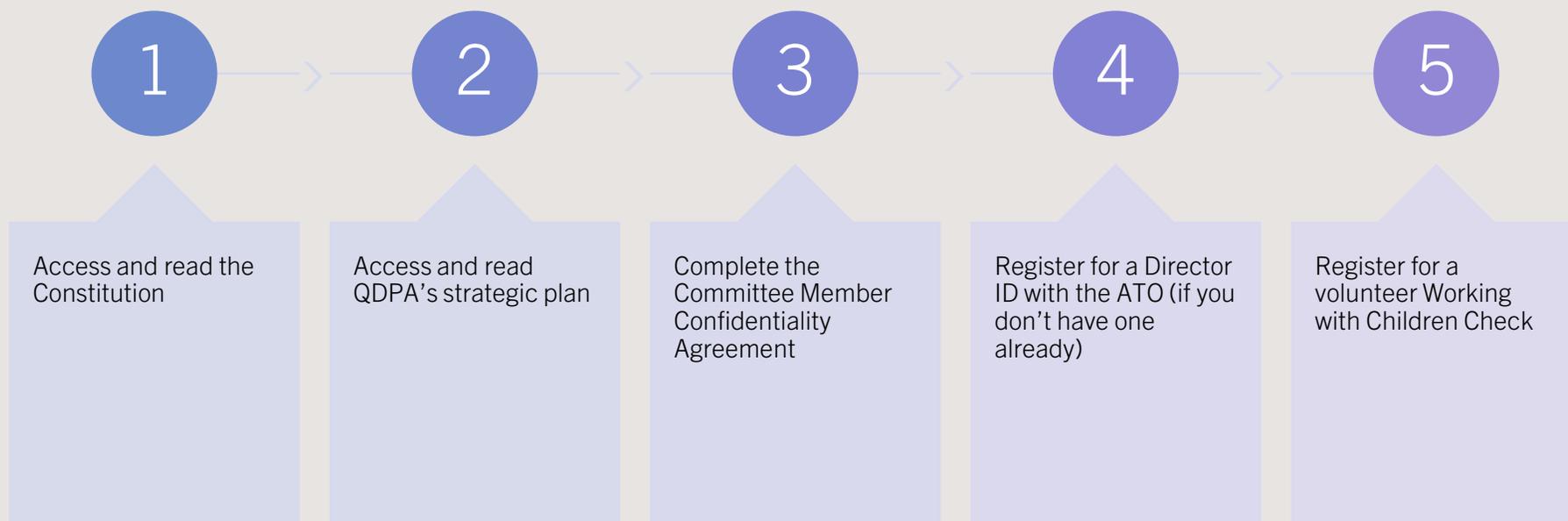
EMPLOYMENT RELATIONS & WHS

- In 2024 we engaged into a five-year contract with Employsure (now known as Peninsula).
- Peninsula provide 24/7 advice regarding all workplace relations and workplace health and safety issues, questions or concerns.
- Peninsula provided QDPA employees new contracts in 2024 to ensure they were compliant with Fair Work legislations and rolled out a new staff handbook.

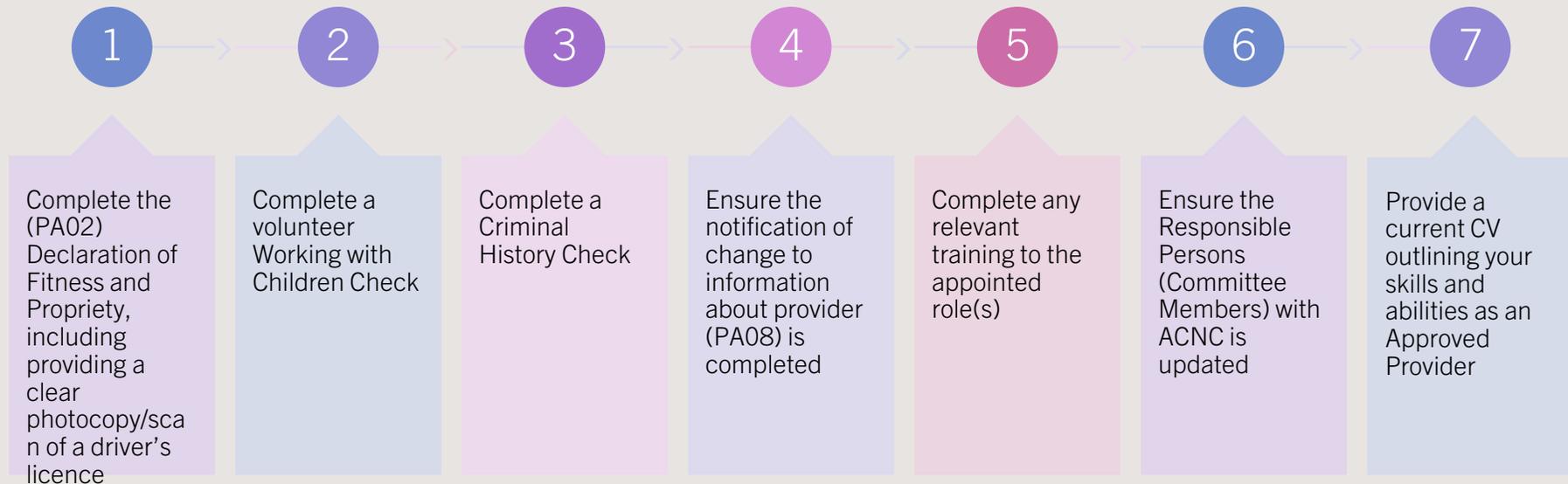
POLICIES AND PROCEDURES

- QDPA has policies and procedures for all aspects of operation at our Preschools.
- 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.
- Regular reviews of policies and procedures to ensure compliance and currency.

PRIORITIES FOR NEWLY ELECTED COMMITTEE MEMBERS



PRIORITIES FOR APPROVED PROVIDERS (EXECUTIVE COMMITTEE MEMBERS)



QDPA FINANCIALS

- QDPA outsources an external bookkeeper to complete all accounts payable and receivable, monthly BAS, and check compliance of accounting systems
- Executive Officer completes fortnightly payroll and superannuation lodgements
- Administration Officer completes the daily bank transactions and enters these into Xero and OWNA for fee transactions, fundraising and merchandise sales
- External auditor completes the financial audit at the end of QDPA's financial year to report on the financial statements and position of QDPA
- QDPA uses Xero as our software for all accounting transactions

COMPLAINTS AND GRIEVANCES

- QDPA has a formal complaints and grievances form and policy for families, staff and community to lodge a formal complaint.
- Formal complaints in their first instance will be sent to the Executive Officer for a response and/or action to be taken.
- Executive Officer will escalate to the Executive Committee if support is required.
- Complaints may also be made directly with the Executive Committee if the complainant does not feel satisfied with the response, or the complaint is in relation to the Executive Officer.
- Complaints can also be made directly to the Regulatory Authority.
- Formal complaints that have been received must be reported to the Regulatory Authority by the Executive Officer