

Policy Statement:

Pinnacle Preschool aims to have systems and processes by which decision making, relationships, frameworks of rules and responsibilities are utilised to ensure the provision of high quality early education for children. Pinnacle Preschool will have robust processes for reviewing policies and procedures to ensure that practices relating to ethics and ethical decision making, risk management, compliance to laws and regulations, as well as administrative procedures are accountable and transparent.

The ODEEP / Pinnacle Preschool Board of Management will have overall responsibility for ensuring the vision, mission and values of the service are maintained, that the service is responsive and remains relevant to the industry and that the best interest of children are at the forefront of all decision making. The Board of Management will focus on achieving the outcomes of the organisation's Quality Improvement Plan and will monitor the service's operation in regards to compliance with the Education and Care National Law & Regulations, ACECQA National Quality Standards and Pinnacle Preschool's Philosophy.

The ODEEP / Pinnacle Preschool Board of Management and ODEEP CEO, as the Approved Providers of the service, are responsible for the management and control of the organisation under the Children Education and Care Services National Law 2010 and Regulations 2011.

This policy supports the Governance policies of Orange and District Early Education Program.

Responsibilities and delegations:

This policy applies to	ODEEP / Pinnacle Preschool Board of Management, preschool staff, volunteers, contractors and families.
Specific responsibilities	This policy is developed by the CEO and reviewed by Pinnacle Preschool staff and Board of Management. It is communicated and implemented by the CEO and Pinnacle Preschool Director.
Policy approval	Board of Management.

Policy context – this policy relates to:

Legislation	Children (Education and Care Services) National Law NSW 2010 Education and Care Services National Regulations 2011 Regulations 168, 181, 183
Standards	National Quality Standards: Quality Area 7: Governance and Leadership 7.1.2, 7.1.3,
Organisation policies	Declaration of Fitness and Propriety PAO2 – Dept of Ed. ODEEP Governance Policies and Procedures
Forms, record keeping, other documents	National Police Check Working with Children Check

	Board of Management - Fit and Proper form Confidentiality Agreement Board of Management Code of Conduct Delegations Chart
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This policy supports and compliments ODEEP's existing policies and procedures relating to Governance. As ODEEP manages Pinnacle Preschool the Governance policies are applicable.

The ODEEP / Pinnacle Preschool Board of Management are responsible for the following items:

Policies:

The Board of Management will ensure that comprehensive policies, as required under Section 168 of the Education and Care Services Regulations 2011, are updated and complied with during daily operation of the preschool.

Compliance:

The Board of Management are required to ensure that internal practices and procedures are developed to ensure the service's compliance with the Education and Care Services National Regulations 2011 and that compliance can be proven and measured as required.

The Board of Management will also ensure that prospective Board members are provided with relevant information relating to the roles, responsibilities and expectations of the position, to all new committee members.

The Constitution:

The Board of Management will ensure that the organisations constitution is followed at all times, that the constitution is reviewed regularly and is provided to each Board member. Each board member will also be provided with a copy of the Quality Improvement Plan at six monthly intervals or as required.

ODEEP / Pinnacle Preschool Board of Management / Approved Providers:

- Will adhere by the Board of Management Code of Conduct at all times.
- Will assist in setting the strategic direction of the organisation, monitoring the organisation's performance and driving change when necessary.
- Will ensure high performance management of the organisation and finances.
- Will delegate the day to day management of the service to an approved person, being ODEEP's CEO.
- Will delegate the appointment or removal of the centre director / nominated supervisor and ratify the appointment of all suitably qualified and experienced staff to ODEEP's CEO.
- Will delegate to ODEEP's CEO to monitor the performance of the nominated supervisors and / or centre director.
- Will approve and monitor financial reporting including the approval of capital expenditure as per the Pinnacle Preschool annual budget and in line with the delegation's chart.
- Will ensure staff have access to appropriate resources to provide a high-quality program to children and maintain a safe physical environment.
- Will maintain adequate records from Board meetings, any internal self-assessments or risk assessments.



- Will assist Board members when needed to access professional developmental or formal learning to increase their ability to effectively manage and govern a children’s service.

Pinnacle Preschool staff:

- Will work with the Board of Management and ODEEP Management as required, sharing information and participating in achieving the vision, mission and values of the organisation.
- Will assist in the creation of a Quality Improvement Plan, as required by the regulatory body, and share the plan with the Board of Management and ODEEP Management on an at least 6 monthly basis or as required.
- Will be aware of the role and responsibilities of the Board of Management and work with them as required.
- Will assist in the collection and provision of all information necessary to ensure the effective management and governance of the service.

Pinnacle Preschool families:

- Will be aware of the role and responsibilities of the ODEEP / Pinnacle Preschool Board of Management and Pinnacle Preschool Management and seek their support as required.

Policy Disclaimer:

This policy will be reviewed to ensure compliance with legislation and industry changes. This will occur at any time that is required, or a minimum of every two years. In accordance with Regulation 172 of the Education and Care Services National Regulations 2011, parents / guardians of enrolled children will be notified at least 14 days prior to a change in any policy or procedure referred to in Regulation 168 that may have a significant impact on the provision of education, fees or the family’s access to the service.

Record of policy development:		
Version	Date approved	Date for review
Version 1	1 September 2019	September 2021
Version 2	1 September 2021	September 2022
Version 3	19.05.2022	19.05.2023