

# Governance Policy

## Purpose

The governance of Peak Sports and Learning is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of the Company.

The Directors of Peak Sports and Learning takes ultimate responsibility for the governance of Peak Sports and Learning. However, governance is not a role for Directors alone. Governance is also concerned with the way the Directors work with Management, staff and other stakeholders to ensure that Peak Sports and Learning is effectively and properly run.

## Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Regulation 168	Quality Area 7	-	

## Procedures

### 1. Internal controls

The Directors should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Directors should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

### 2. Managing risk

The Directors should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Directors must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

### 3. Governance Costs

The Directors recognises that governance is a cost to Peak Sports and Learning and thus will invest in individual Supervisor training and development to increase its governance capability and performance.

The Directors will make every reasonable effort to facilitate training for the board as a whole to maximise the value-adding contribution to the organisation.

All costs associated with governance effectiveness will be designed to ensure the development of the highest standard of governance.

## Governance Standards

Our service will:

- Advise the regulatory authority of any required notifications including any change to the person designated as the Nominated Supervisor as soon as practical.
- Develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.
- Ensure regulations are met by monitoring, reviewing and adjusting practices to ensure results. This is achieved by regular reviews, feedback, communicating both verbally and in writing. Internal spot checks similar to those completed by the Regulatory Authority are completed by the Service Support Managers to ensure compliance with Regulations and Requirements.
- Decisions will be consistent with our policies, our obligations under the National Education and Care Law and Regulations, our My Time Our Place learning framework (MTOPE), Child Safe Standards and the ethical standards in the Code of Conduct.
- Ensure our working relationships are characterised by open and respectful communication, accountability and trust.
- Produce outcomes together and acknowledge accountabilities to work towards policies and procedures.
- Provide training and support to all levels of the organisation.
- Have clearly defined lines of communication in relation to accountability.
- Take every reasonable precaution to protect children, staff and visitors from harm and any hazard likely to cause injury.

Families are given a voice in our Governance by:

- Input in policy development
- Access to management
- An avenue to have a voice around feedback through the relevant policies through newsletters and engaging at the centre and through StoryPark
- At least 14 days' notice will be given before any changes are made to a policy or procedure that may have a significant impact on our service 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). This notice will be given unless there is a risk to the health, safety or wellbeing of a child enrolled at the service.

Our service will respect the rights of children by ensuring:

- The Nominated Supervisor complies with their responsibilities under the national law and regulations.
- We follow our policies and procedures.
- Our children are provided with the experiences and learning which allows them to develop to their full potential.
- Recognising and managing risks. Educators complete daily risk assessment and safety checks at the centre.

## Business Structure and Responsibilities

The Directors of Peak Sports and Learning are Grant Neill, Ashleigh Neill and John Good and are ultimately responsible for the governance of Peak Sports and Learning.

The function of the Directors of Peak Sports and Learning is to collectively ensure the delivery of its objectives, to set its strategic direction, and to uphold its values. The Directors should collectively be responsible and accountable for ensuring and monitoring that Peak Sports and Learning is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations. The responsibilities of the Directors that cannot be delegated to any other person or body include:

- a. *Compliance monitoring*: ensuring compliance with the objects, purposes and values of Peak Sports and Learning;
- b. *Organisational governance*: setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them;
- c. *Strategic planning*: reviewing and approving strategic direction and initiatives;
- d. *Regulatory monitoring*: ensuring that Peak Sports and Learning complies with all relevant laws, regulations and regulatory requirements;
- e. *Financial monitoring*: reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and sound performance of Peak Sports and Learning;
- f. *Financial reporting*: considering and approving annual financial statements and required reports to government;
- g. *Organisational structure*: setting and maintaining a framework of delegation and internal control;
- h. *Leadership selection*: selecting and evaluating the performance of the Centre Supervisors and the Educators.
- i. *Risk management*: reviewing and monitoring the effectiveness of risk management and compliance within Peak Sports and Learning; agreeing or ratifying all policies and decisions on matters which might create significant risk to Peak Sports and Learning, financial or otherwise;
- j. *Dispute management*: dealing with and managing conflicts that may arise within Peak Sports and Learning, including conflicts arising between Supervisors, educators or service users
- k. *Social responsibility*: considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable;
- l. *Relationship with Management/ Supervisors*: ensuring management and supervisors are supported in their role and provide resources as appropriate.

The Directors focus on the strategic direction and the core policies of Peak Sports and Learning, and are also involved in the day-to-day operational decisions.

**Service Support Managers/Nominated Supervisor:** Our Service Support Managers provide close support to Centre Responsible Persons to ensure compliance with National Laws and Regulations as well as a close link to central management to ensure complaints and issues are used for continuous quality improvement across all areas of the organisation.

**Responsible Person:** Our Responsible Person is responsible for overseeing the day to day operations with responsibilities prescribed in the national law and regulations. Responsible Persons access to Child Care Management System is limited to child's information, authorised contacts and health information only.

**Educational Leader:** Our Educational Leaders is responsible for ensuring application of the My Time Our Place learning framework in all centre programming and practices.

**Business Governance and Administration Leader:** Our Business Governance and Administration Leader is responsible for Policy Development meetings and provides a vital link between the Administration and Management function of the service and the Centre operations to ensure procedures are appropriate, reviewed and legally compliant with any ongoing changes in the legislation and internal practices.

**Administration Team Leader:** Our administration team leader is responsible for ensuring the administration team collectively processes all enrolments, attendance submissions and fee advice as prescribed in the national law and regulations. This includes:

- a. Ensure all enrolments and Child Care Subsidy Claims are processed according to the Family Assistance Law.
- b. Familiarity and compliance with the Education and Care Services National Law (National Law) and the Education and Care Services National Regulations (National Regulations).
- c. Ensure thorough knowledge and application of Child Care Provider Handbook as published by Department of Education and Training.
- d. Ensure all Child Care Subsidy claims and attendance records are in accordance with the enrolment arrangement type, such as Complying Written Arrangement, Arrangement with an Organisation, or Additional Child Care Subsidy Arrangement.

### **Child Care Subsidy Operations**

Under authority and discretion of Directors/Nominated Supervisor, the Administration Manager will set up PRODA access to Administration Officers who are knowledgeable, trained and skilled in the application of the Family Law in relation to Child Care Subsidy.

Fee estimates are available and provided once a Parent/Guardian has confirmed their enrolment. As per the Fee Policy, sessions are invoiced retrospectively each week with confirmed or estimated CCSS payments.

Data quality reporting is completed monthly by the Administration Manager to ensure that CCSS has been claimed correctly as per National Family Law and Child Care Provider Handbook.

## Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	March 2020	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	October 2022	Directors	Updated Governance Standards and moved to new review timeline.
4	October 2022	October 2024	Directors	Introduction of position is Business Governance and Administration Leader in organisational structure.