



# Marton Activity Centre

## MAC Policy

### MANAGEMENT COMMITTEE

Document ID	: POL030
Amendment No	: 2
Quality Area	: MACQA7
Approved By	: Management
Approval Date	: 4/2019
Review Date	: 4/2020

*The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Service. When they are involved in decision-making families and the community are more likely to understand decisions and make a commitment to support the Service.*

### POLICY STATEMENT

Marton Activity Centre is committed to providing a strong management committee team who are aware of their roles and responsibilities to the Service, children, families, educators, and community. The Management Committee will adhere to Education and Care Services National Regulations and the National Quality Standard, ensuring positive working relationships are formed. The Management Committee will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service's philosophy.

### SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

### PROCEDURE

Having a Management Committee provides a means to give families a say in what happens within our Service. We believe in providing families with the opportunity to work in partnership with our management team to assist in making decisions about how our Service is operating, including policy review and practice which is reflective of our Service's philosophy.

The Management Committee is elected each year at our Annual General Meeting. The members of the committee include: Executive Committee (Chairperson, Treasurer, and Secretary), Approved Provider, Nominated Supervisor, Director, parent representatives, and two Staff Representatives.

### IN RELATION TO THE SERVICE:

- Each new Committee member will receive an induction as per the New committee member induction checklist.
- Service management will email details of Committee meeting schedules, agendas, and minutes to all families who request this information.
- The Management Committee will be involved in conjunction with families and Educators in the development and review process for all policies and procedures.
- The Management Committee will reflect upon and provide feedback on the Quality Improvement Plan, documenting continuous improvement.
- The Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner.
- The Service management will encourage family participation in the Management Committee to represent the family body of the Service.
- Written information regarding the Service's management structure will be available to families at all times.
- Whilst the Nominated Supervisor is responsible for the day to day running of the Service, it is to be in accordance with the decisions of the Management Committee providing they comply with all regulations and standards.
- The members of the Management Committee, (other than the Nominated Supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
- All families are encouraged to attend the Management Committee meetings and may vote on motions.
- Meetings are held quarterly on the first Monday of the month from 6:00pm to 7:30pm.
- A copy of the minutes of Management Committee meetings is available to all families on the notice board in the foyer.
- Notices and agendas of forthcoming meetings are posted on the notice board.
- Families may request minutes, meeting schedules, and/or agendas to be emailed if more convenient.
- The Management Committee will be made aware of the Service's grievance policy and procedure.

### FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee has four vital functions: Committee members contribute to one or more of these functions, depending on their interests and skills:

- Finance: fundraising, etc.
- Communication: Keeping the Service's community informed of Committee decisions, new policies, events, etc.
- Future planning: Being actively involved in the Service's Quality Improvement Plan and the Professional Development Plan for Service staff.

- Policy development: Formulating and updating the Service’s policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor, staff, and families.

The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult these regularly.

## CONSIDERATIONS

### NATIONAL QUALITY STANDARDS (NQS)

<b>Quality Area 7: Governance and Leadership</b>		
<b>7.1</b>	<b>Governance</b>	Governance supports the operation of a quality service.
<b>7.1.1</b>	<b>Service philosophy and purposes</b>	A statement of Philosophy guides all aspects of the Service’s operations.
<b>7.1.2</b>	<b>Management Systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service.
<b>7.1.3</b>	<b>Roles and Responsibilities.</b>	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
<b>7.2</b>	<b>Leadership</b>	Effective leadership builds and promotes a positive organisational culture and professional learning community.
<b>7.2.1</b>	<b>Continuous Improvement</b>	There is an effective self-assessment and quality improvement process in place.
<b>7.2.2</b>	<b>Educational Leadership</b>	The educational leader is supported and leads the development and implementation of the educational program and assessment planning cycle.

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

<b>Education and Care Services National Regulations and National law NSW</b>		
<b>Reg</b>	<b>90</b>	Medical Conditions Policy
<b>Reg</b>	<b>91</b>	Medical conditions policy to be provided to parents
<b>Reg</b>	<b>92</b>	Medication Record
<b>Reg</b>	<b>93</b>	Administration of medication
<b>Reg</b>	<b>94</b>	Exception to authorisation of medication
<b>Reg</b>	<b>95</b>	Procedure for administration of medication
<b>Reg</b>	<b>96</b>	Self-administration of medication

**SOURCE**

Australian Children’s Education and Care Quality Authority (2014)
Belonging, Being and Becoming - The Early Years Framework for Australia (2009)
Early Childhood Australia Code of Ethics (2016)
Education and Care National Regulations (2011)
Guide to the National Quality Standard (2017)
Revised National Quality Standard (2018)

**SERVICE POLICIES / DOCUMENTATION**

<b>Policies</b>	<b>Documents</b>
Incident, Illness, Accident & Trauma	Australian Children’s Education & Care Authority
Privacy & Confidentiality	My Time, Our Place
Family Communication	ECA Code of Ethics
Administration of Medication	Revised National Quality Standards
Asthma Management	
Anaphylaxis Management	
Supervision Policy	
Administration of First Aid	
Work Health & Safety	