Aim

To outline the way Canberra Girls Grammar School Early Learning Centre ensures its practices comply with all relevant legislation, standards and codes of practice, and how it plans to continuously improve its leadership and management practices.

Explanation

The day-to-day operations of early education and care services must comply with all relevant legislation, standards and codes of practice. Services cannot achieve this without effective governance and management. Quality Area 7 of the National Quality Standard contains the elements of effective leadership and management that result in a well-functioning, compliant service. Quality Area 7 also assists services in improving their skills in governance and management.
The terms ‘governance’ and ‘management’ have different meanings. ‘Governance’ refers to the service’s future direction and goals, and how it will achieve these. It also ensures the service meets its regulatory requirements and that members of its governing organisation follow that organisation’s constitution. ‘Management’ is about the service’s day-to-day operation, such as children having sufficient toys and resources, parents’ fees being up-to-date, and staff and educators following the service’s policies and procedures.

**Practice**

**Governance**

Overall governance of the Early Learning Centre lies with the Canberra Girls Grammar School, School Board. The Board sets the strategic direction of the School, plans and prioritises building works and guides the educational direction of the School.

The Board of Directors consists of twelve members, seven of whom are appointed by the Bishop-in-Council of the Diocese of Canberra and Goulburn. The additional five Directors are elected by the members of the company.

The Principal is appointed by the Bishop-in-Council upon the nomination of the Board, and is responsible to the Board for the conduct of the School, including the appointment of staff. The Principal is supported by the Head of Senior School, the Head of Junior School, more than 125 qualified teachers, Boarding House staff, ancillary staff and a Chief Operating Officer and staff.

**Approved Provider and Nominated Supervisor**

Canberra Girls Grammar School is the Approved Provider of the Early Learning Centre, and holds the legal responsibility for operating the Service.

Mrs Angela Whitaker-Lowe (Head of Junior School) and Mrs Kathryn Columbine (Director of Junior School ELC) are "persons with management and control" of the Early Learning Centre.

Mrs Kathryn Columbine is the Nominated Supervisor of the Early Learning Centre. Procedures ensuring that the Nominated Supervisor is a “fit and proper” person, suitably qualified for the position are followed. The Nominated Supervisor is in charge of the day-to-day operations of the Early Learning Centre. The Nominated Supervisor is also the Responsible Person whenever on the premises.

When the Nominated Supervisor is not on the premises, a substitute Responsible Person who is physically present is placed in charge of the ELC’s day-to-day operations. The details of the Nominated Supervisor and the Responsible Person are clearly displayed in the main entrance of the ELC. The Nominated Supervisor ensures that the Service’s staffing arrangements meet regulatory requirements at all times.

Financial matters are managed by the ELC Clerical Assistant (Mrs Philippa White), with oversight from the CGGS Business Office Finance Team.

**Information Displayed**

All information required by Regulation 173 of the Early Education and Care Services Regulations 2016 is displayed in the main entrance of the ELC.

**Philosophies, Policies and Procedures**

The ELC has a written Philosophy which reflects the principles of the Education and Care National Regulations 2016 and the Early Years Learning Framework 2009. This Philosophy was developed by the Nominated Supervisor and educators, and was ratified by parents. As such, the philosophy reflects a shared understanding
of the role of the ELC with children, families and the community. The philosophy has been reviewed twice since its inception.

The Philosophy informs the policies and procedures of the ELC, as well as the decisions and day-to-day practices of the staff/educators.

The ELC maintains up-to-date policies and procedures on all topics required by Section 168 of the Education and Care Services National Regulations 2016.

**Record Keeping**

The ELC keeps records according to Regulations 177-184 of the Education and Care Services National Regulations 2016. Records from the current year are kept securely in the ELC Office. Records from previous years are transferred to the School Archives, where they are kept for the required duration.

**Privacy and Confidentiality**

The ELC follows the school’s privacy policy which maintains the privacy and confidentiality of all records and information about individual children, families, parents, staff/educators, students and volunteers.

**Continuous Improvement**

The ELC is committed to continuous improvement. There are processes in place to evaluate practices against the National Quality Standard. This information informs the ELC Quality Improvement Plan (QIP), which is formally updated annually.

**Grievances and Complaints**

The ELC follows clear processes to ensure all grievances and complaints are addressed, investigated fairly and documented promptly. If relevant, changes are made to the policies and procedures in response to complaints and grievances.

**Notifications**

The Nominated Supervisor notifies, within the stated time, the Regulatory Authority of circumstances and provide it with information as detailed in Regulations 174, 175 and 176 of the Early Education and Care National Regulations 2016.