



Education  
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# North West Victoria Region Governance Information Presentation

**Monday 20 June 2022  
7.00pm-8.30pm**

# Acknowledgement of Country



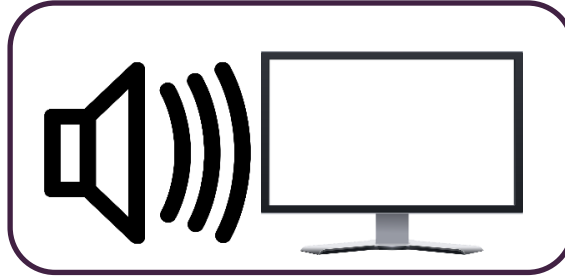
*Heart image is from Indigemoji, Australia's first set of Indigenous emojis made on Arrente land in Mparntwe (Alice Springs)  
Sourced from Indigemoji page on LinkedIn/June 2021/Sharon Rogers user*

# Administration

TIME AVAILABLE



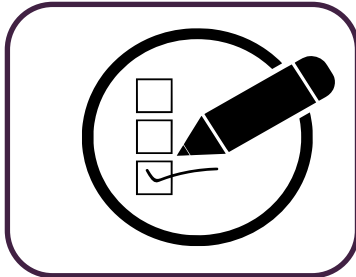
PARTICIPANT AUDIO & VIDEO



CHAT FACILITY



POLLS DURING PRESENTATION



TECHNOLOGICAL DISRUPTION



COMFORT BREAKS



EVALUATION



## Session overview:

- Who is ELAA?
- Good governance practices
- Navigating through change
- Preparing for your AGM and handover



# Who is ELAA?

- **A not for profit, incorporated association governed by a board**
- **A membership organisation**
  - Training, representation, support and advisory service to early childhood committees of management, early years managers & local government
  - Peak body (advocacy) championing for excellence in early learning for children across Australia and supports parents and service providers
  - OHS, Road Safety Education, 3YO Kindergarten Expansion Projects
  - “Learning Brought to Life” Professional Learning and Development program for all audiences
  - Participation in early childhood events and forums





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# Good Governance Practices

# Quality Area 7 of the NQS...

Governance and Leadership		
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
Element 7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Element 7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
Standard 7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element 7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
Element 7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
Element 7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

# An incorporated association

- A legal entity who's affairs are managed by a committee of management
- The committee of management have obligations to comply with the relevant Act, Regulations on their constitution
- The committee of management is able to enter into contracts, receive funding and be approved to operate and manage an early childhood service

## **Key Responsibilities include:**

- Compliance with the Associations Incorporation Act and Regulations
- Not continue to operate when insolvent or knowingly trade into insolvency
  - Not use position for personal or financial gain



# The Constitution



<b>Provides the legal framework (rules for the operation of the association)</b>
<b>Contract between the association and it's members</b>
<b>Ensure each committee member has a copy</b>
<b>Have a reference copy at every meeting</b>
<b>ABIDE BY IT</b>

# Financial management

- Fiduciary Duty
- Informed financial decision making
- Transparency and protection
  - Clear, up-to-date financial reports at every committee meeting
  - A culture of questioning
  - Clear delegation of authority for expenditure
  - Authorisation of payments
- Funding received
- Budgets
- Reports
- Viability
- Sustainability



Remember..... The entire committee is responsible.

# Roles & Responsibilities

President	Vice President
<ul style="list-style-type: none"> <li>• Leader</li> <li>• Coordinator</li> <li>• Motivator</li> <li>• Facilitator</li> <li>• Delegator</li> </ul>	<ul style="list-style-type: none"> <li>• Supports president</li> <li>• Stands in</li> </ul>
Secretary	Treasurer
<ul style="list-style-type: none"> <li>• Meeting documentation</li> <li>• Agenda</li> <li>• Minutes</li> <li>• Manages correspondence</li> <li>• Record keeping</li> <li>• Consumer Affairs/ACNC Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Income and expenditure</li> <li>• Accounts</li> <li>• Budget</li> <li>• Financial reports</li> <li>• Annual Audit</li> </ul>

## General Members

### May include portfolios such as:

OHS Officer / Fees Officer / Enrolment Officer / Policy Officer / Maintenance Officer / Fundraising Officer

## Sub-committees

**Standing** - Finance Sub-Committee  
- HR / Staffing Sub-Committee

**Ad-Hoc** - Recruitment Sub-Committee  
- Project Sub-committee

## Staff

### Responsible persons:

- Nominated Supervisor  
- Person in day-to-day charge

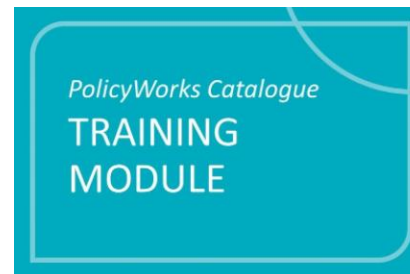
### Educational Leader

- Teachers  
- Educators  
- Administrator

# Policies, Processes and Procedures

- Policies must be seen to be important from top management down to the most inexperienced member of staff.
- Regulation 168 and 169 of the National Regulations
- In addition to the set policies, services should also consider additional policies that reflect evidence-based practice or a continuous improvement cycle.
- Committees of Management also need to ensure they have their own internal processes within the committee and other organisation processes that may not need a policy

Eg. Meeting procedures, reporting procedures, dealing with conflict and complaints, cash handling processes, handover checklist etc.



# Continuous improvement

- Quality Improvement Plan (QIP)
- Policy review is one way a service shows they are engaging in continuous improvement
- Reviewing your service's philosophy
- Engaging in professional development
- Having the QIP as an agenda item for Committee Meetings





## **In summary, Good Governance is...**

- ✓ **Understanding your responsibilities as an incorporated association**
- ✓ **Ensuring you abide and act within the service's Rules or Constitution**
- ✓ **Regularly monitor the financial status of the organisation**
- ✓ **Have clear roles and responsibilities across the Committee and the early childhood service**
- ✓ **Review policies and document processes and procedures**
  - ✓ **Engage in continuous improvement**
  - ✓ **Ask for help**



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# Navigating through change

# Consultation under Agreement and Awards

## Consultation is

- the process whereby an employer is obliged under various industrial instruments (awards and enterprise agreements) to discuss any proposed changes that affect the employment of one or more employees in their workplace.
- This process will vary, depending on specific awards and enterprise agreements

# Consultation process

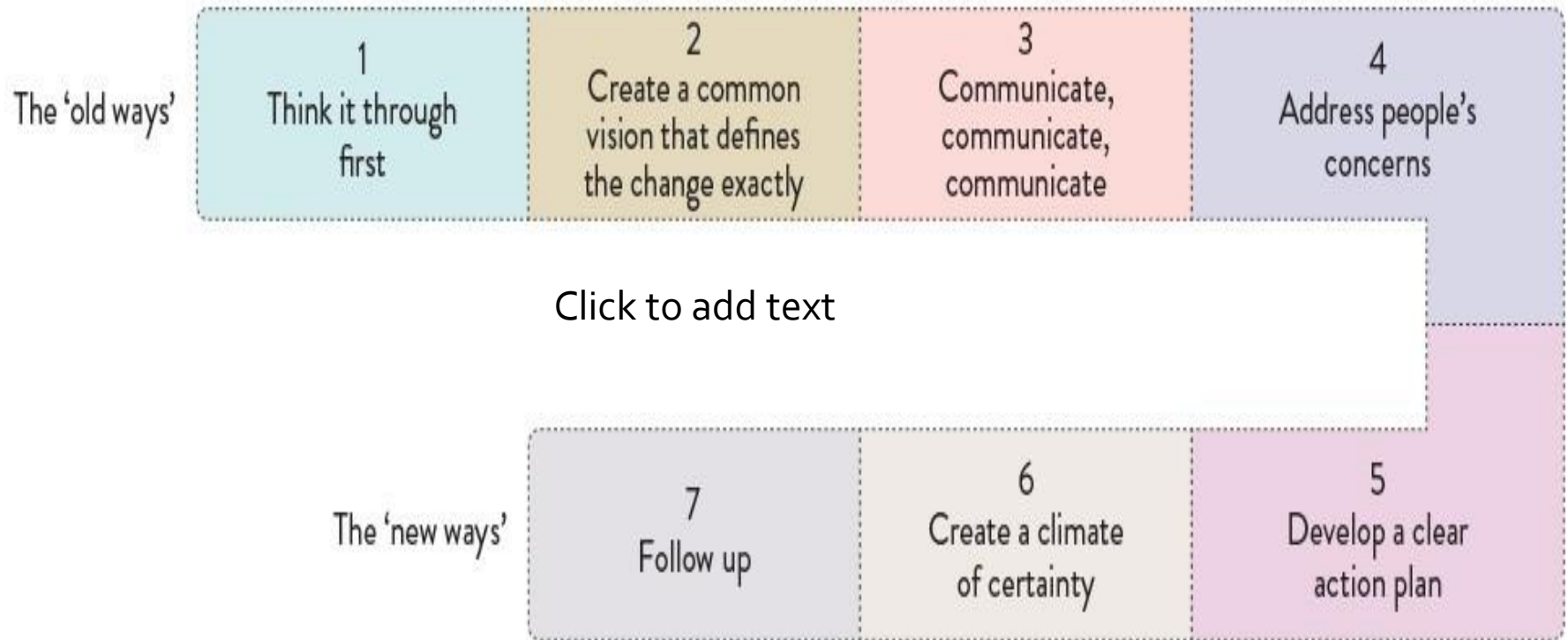
Consultation involves:

- sharing information with employees about the matter
- giving employees a reasonable opportunity to express views
- taking those views into account.

**An employer must as reasonably practicably consult with their employees who are likely to be affected by the proposed change.**

This must be done at a stage where the employees can still influence the outcome.

# How to reduce resistance- 7 steps to introducing change



Cole, K. (2019). *Leadership and management: Theory and practice* (7<sup>th</sup> ed.). Cengage Learning Australia.





## Change Management Support Session

ELAA is hosting a member-only support session.

- A short presentation by our Senior Member Solutions Advisor
- Interview with our Senior IR advisor

**21<sup>st</sup> June 2022**

**11am-11.45am, ZOOM webinar**

**Click [here](#) to register**



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# Preparing for your AGM and Handover

# Annual General Meetings

All Incorporated Associations must hold an AGM

## Why

- Constitutional requirement – Associations Incorporation Reform Act 2012
- To inform their members about what they have been doing for the last 12 months
- To accept and confirm the financial report of the previous financial year
- To elect the new committee

## When

- Within 5 months of the end of your financial year (constitution may state sooner)

# First thing first....check your constitution!

Provides key information about



- membership
- financial year
- notifications & advertising
- committee structure
- election process
- meeting proceedings
  - e.g. quorum & voting
- term of office

# Succession planning

Is a '*must have*' not a '*nice to have*'

Is a necessary part of any organisation's ability to:

- ensure continuity
- reduce risk
- improve staff morale
- preserve organisational memories





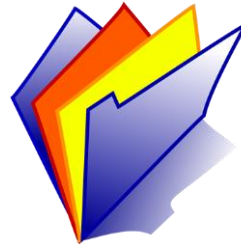
# Committee Recruitment

## Recruitment Pack...

- ✓ the organisation's philosophy
- ✓ a description of the management structure (Org. chart)
- ✓ general roles and responsibilities for all committee positions
- ✓ benefits to individuals, their children and their community
- ✓ resources and list of support agencies
- ✓ contact details of AGM sub committee
- ✓ nomination process information and forms

## Recruitment Strategies...

- ✓ Consider a social function for new parents for next year and have a brief presentation on the Committee of Management
- ✓ Invite potential members to a committee meeting to get a feel for the role
- ✓ Be prepared to answer questions and provide information
- ✓ Display enthusiasm and the personal approach



# The nomination process

- DO NOT wait until the night of the AGM

*Preparation and planning will prevent awkward situations*

- Consider
  - the process to follow (via email, a box at the Kindergarten)
  - a closing date ( 1 week or 24 hrs before the AGM)
- Follow up with each person, before the AGM, if there is more than one nomination for a position
- Current committee members need to nominate if their term of office has ended
- Should not be a competition
- Consider proxies

# What reports do we need?



**Financial Report (Mandatory):** Including an audited report where required

**Committee:** What the committee has achieved, ongoing projects, brief update on current QIP, thanks to outgoing members

**Staff:** Highlights of the year, brief update on educational program, remote learning and how the children have progressed through the year

**Others:** May include Fundraising, Maintenance etc

# Agenda

Venue:

Date:

Time:

1. Opening and welcome
2. Apologies/attendance list circulated
3. Confirmation of minutes of last Annual General Meeting and of any Special General Meeting held since that meeting
4. Business arising from the minutes
5. Presentation of reports
  - President
  - Treasurer/Auditor
  - Teacher/coordinator
6. Special business

Business may be conducted if advertised according to the constitution, for example, amalgamation with another service, etc.
7. Guest speaker / information session for new parents (optional)
8. Election of new committee  
(chaired by.....)
9. Close meeting



# Unfilled positions



- It is not essential to fill all committee positions at the AGM; the service can continue functioning provided enough committee members have been elected to enable decision making (i.e. a quorum)
- 14 days after vacancy arises, Secretary role must be filled. This is a requirement under the Act.
- Committee need to continue advertising and recruiting to fill those positions as per the casual vacancy clause in your constitution



# After the AGM

## Minutes:

- Write up minutes as soon as possible and file with copies of reports and attendance sheets. This file should be passed on to the new committee.

## ACNC:

- Incorporated associations that are a registered charity with the ACNC must submit their annual statement to ACNC.

## Consumer Affairs Vic :

- Incorporated associations that are not a registered charity must submit their financial statements to CAV via MyCav within 1 month of their AGM.
- Inform them of the new secretary /Public Officer within 14 days.

# Handing over

- Refer to the constitution on when the new committee becomes responsible as this may be as soon as the election is over or at a specific date.



- AGM sub-committee may organise necessary documents at the same time as arranging AGM.

# Succession Planning

A part of a successful handover is to have a succession plan in place to ensure the long-term success of the organisation.

Taking into consideration workforce, finances, program model and timetables, infrastructure.

## 2022 Committee Meeting Summary

Month of the year	Key considerations	Details
December 2021	Appointed 2 new ECTs	- Employment details (ie fixed term contract)
February	Discussion on building expansion	- 2022 committee research design quote throughout 2022
March	2023 3Year old Flexible funding policy introduced	- DET released this policy to be enacted in 2023-2024
April		

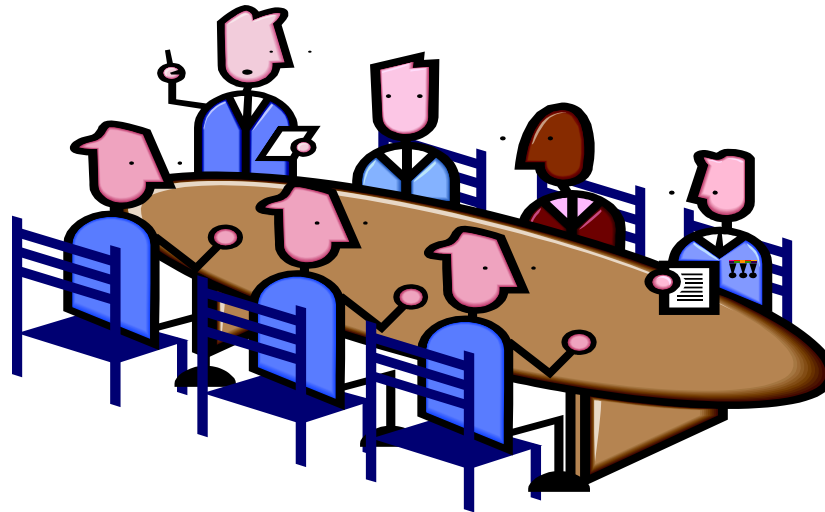
# What should the new committee do now?

## Become familiar with service documents:

- Constitution
- Current policies and practices. (Set up subcommittees for staffing, complaints and grievances)
- Budget
- National Law and Regulations
- National Quality Standards, Rating and Assessment and Quality Improvement Plan (QIP)
- Committee office information – filing, staff information
- Child Safe Standards
- ELAA membership number, services, resources and training – check ELAA website and signup for ELAAvate

# The new committee's first meeting

- If the AGM has been held in November, the next committee meeting is usually held in December.
- It is recommended that both the new and exiting committee attend.



## After tonight's session...

- ☐ Check the constitution of all the requirements of holding the Annual General Meeting
  - ☐ Appoint an AGM sub-committee
- ☐ Consider succession planning for recruitment and for handing over





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ELAA services & resources  
Additional services  
Useful links

## Further assistance

The team at ELAA are available to provide further assistance and can be contacted at:

Member Solutions: [membersolutions@elaa.org.au](mailto:membersolutions@elaa.org.au) or  
Ph: 9489 3500 (press 1 OR 2) - Monday to Friday, 10am – 3pm.

Subscribe to [ELAAvate](#) for news that comes to your Inbox every fortnight

Free resources from [www.elaa.org.au](http://www.elaa.org.au)

- Model works
- Budget works



Your local [Early Childhood Branch](#)

# North Western Region ECIB contact information

## Hume Moreland area

[EC.Improvement.HUMA@education.vic.gov.au](mailto:EC.Improvement.HUMA@education.vic.gov.au)

## Loddon Campaspe area

[earlychildhood.improvement.LC@education.vic.gov.au](mailto:earlychildhood.improvement.LC@education.vic.gov.au)

## North Eastern Melbourne area

[earlychildhood.improvement.NEM@education.vic.gov.au](mailto:earlychildhood.improvement.NEM@education.vic.gov.au)

## Mallee area

[earlychildhood.Improvement.Mallee@education.vic.gov.au](mailto:earlychildhood.Improvement.Mallee@education.vic.gov.au)

# Useful links

- **Consumer Affairs** [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
- **Australian Charities Not-for-profit Commission** [www.acnc.gov.au](http://www.acnc.gov.au)
- **Institute of Community Directors Australia**  
[www.communitydirectors.com.au](http://www.communitydirectors.com.au)
- **Justice Connect Not-for-profit Law Hub** [www.nfplaw.org.au](http://www.nfplaw.org.au)
- **Commission for Children and Young People** [ccyp.vic.gov.au](http://ccyp.vic.gov.au)
- **Victorian Institute of Teaching** [www.vit.vic.edu.au](http://www.vit.vic.edu.au)
- **WorkSafe VIC** <https://www.worksafe.vic.gov.au/>
- **Department of Education and Training**  
[www.education.vic.gov.au/childhood/providers/regulations](http://www.education.vic.gov.au/childhood/providers/regulations)  
**Email:** [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)  
**Phone:** 1300 307 415
- **Australian Children's Education and Care Quality Authority (ACECQA)**  
[www.acecqa.gov.au](http://www.acecqa.gov.au)

# Resources available on the ELAA website

## Resources available

- ELAA Early Childhood Management Manual (ECMM)
- Policy Works Manual - NQF
- Employee Management and Development Resource
- Managing Performance-Related Concerns
- Budget Works
- Model Works

## For ELAA members

- Industrial bulletins
- Wages bulletins
- Agreements and Awards
- Member Forums
- Pro-rata Annual Leave calculations
- Portable Long Service Leave calculations
- Work history calculations
- Sample constitution
- COVID19 FAQs and resources

## Free Governance training (Live webinars & Self-Paced)

- Starting from the Beginning – Governance Information
- Starting From The Beginning – Employee Management
- Financial Management
- Employee Management and Development Resource
- Ending The Year On a High – Planning your successful AGM

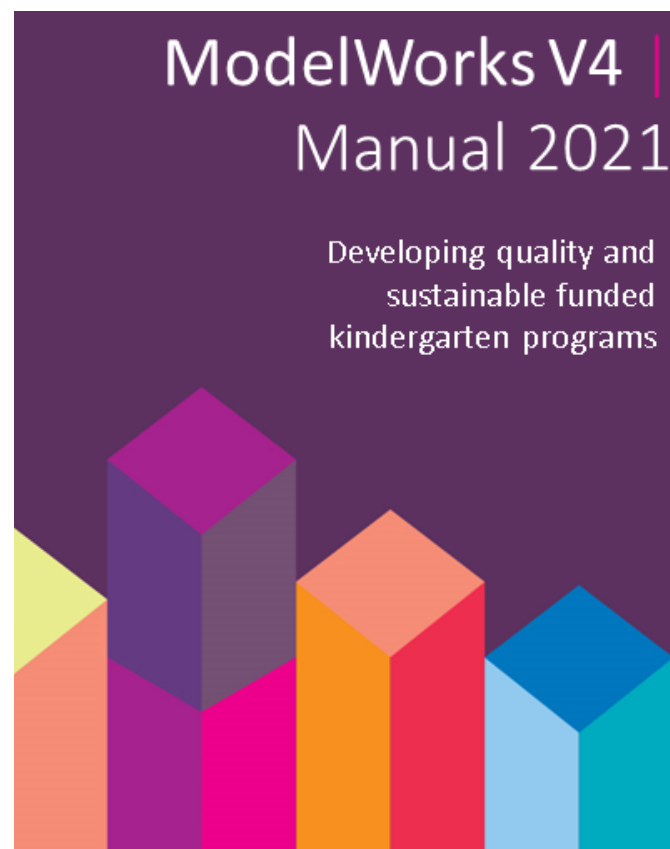
## Consultancy service

HR, IR, Governance, OHS consultants to provide tailored projects and training.

# ModelWorks V4 Manual

The manual includes:

- An overview of Commonwealth legislation and Victorian specific policy and funding requirements,
- A step-by-step collaborative change management process,
- Creative timetable and program model options for consideration, and,
- Template introduction of change letters for employees.

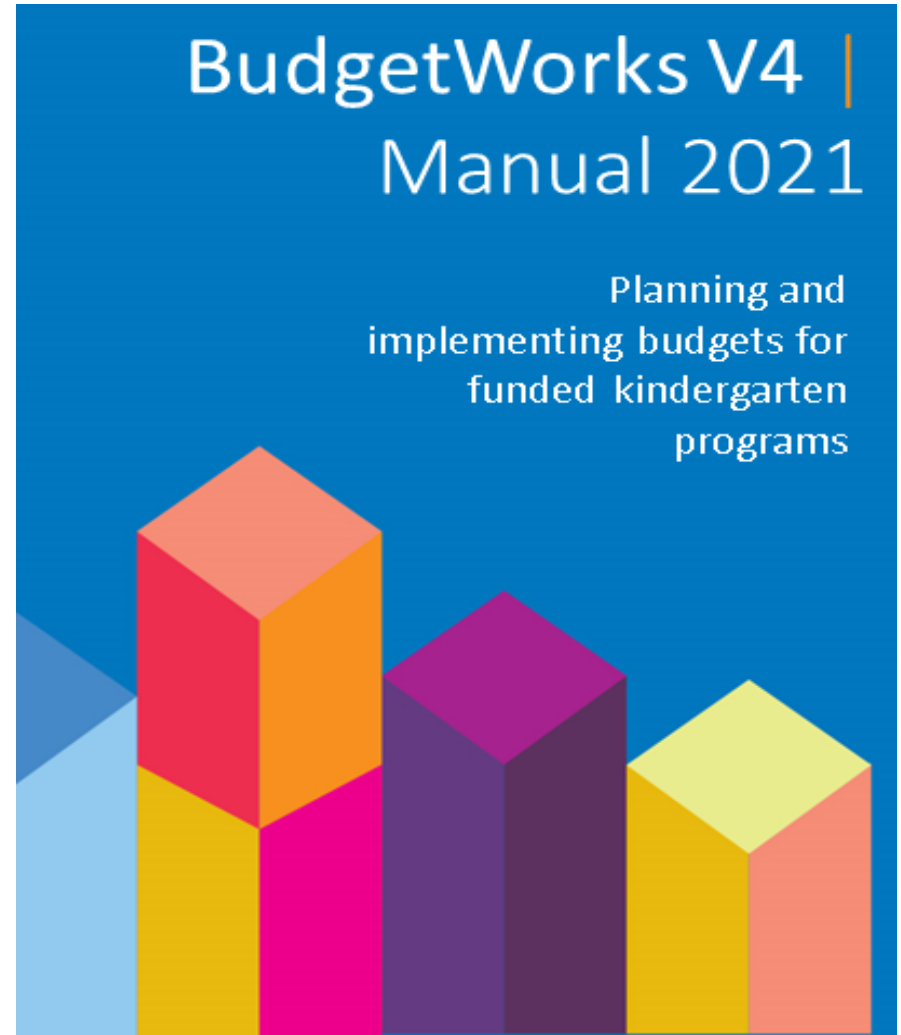




# BudgetWorks V4 Manual

The manual includes:

- an overview of legal and contractual requirements,
- planning the budget,
- implementing the budget, and,
- templates and checklists.



# ELAA consultancy services

*What do you do when your Early Childhood Education Service needs tailored support to deal with a critical issue? ELAA's expert consultancy partners can work with your team to find solutions to industrial relations, conflict management, Human Resources, governance, OHS, and other needs. As an ELAA member you'll get great ELAA member rates on specialised consultancies.*



For more information on ELAA's consultancy service, please visit [our website](#) or contact us via [training@elaa.org.au](mailto:training@elaa.org.au)

# Professional Development with ELAA:



Term 3 Free Live Webinar Governance Training schedule coming soon...

<https://elaa.org.au/learningbrought2life/program/>

[Self-paced online learning modules](#) can be accessed at any time and cover a range of governance related topics.

All committee members should be encouraged to complete these.



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# Questions and Answers

# Thank you for attending!



**Please remember to  
complete your  
evaluation form.  
Your resource pack  
will be emailed to you  
after today.**