



Education
and Training



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The voice for parents and
service providers

North East Victoria Region Governance Information Presentation

Tuesday 30 August 2022
7.00pm-8.30pm

Acknowledgement of Country



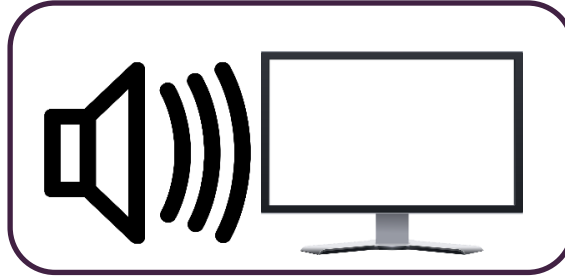
*Heart image is from Indigemoji, Australia's first set of Indigenous emojis made on Arrente land in Mparntwe (Alice Springs)
Sourced from Indigemoji page on LinkedIn/June 2021/Sharon Rogers user*

Administration

TIME AVAILABLE



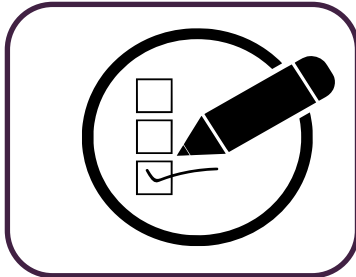
PARTICIPANT AUDIO & VIDEO



CHAT FACILITY



POLLS DURING PRESENTATION



TECHNOLOGICAL DISRUPTION



COMFORT BREAKS



EVALUATION



Session overview:

- Who is ELAA?
- Good governance practices
- Navigating through change
- Child Safe Standards
- 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



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

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

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

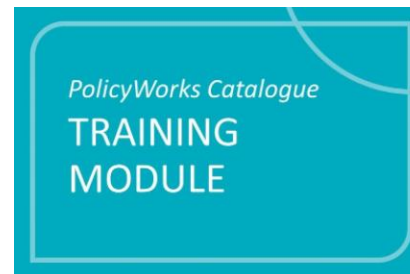
Educational Leader

- 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

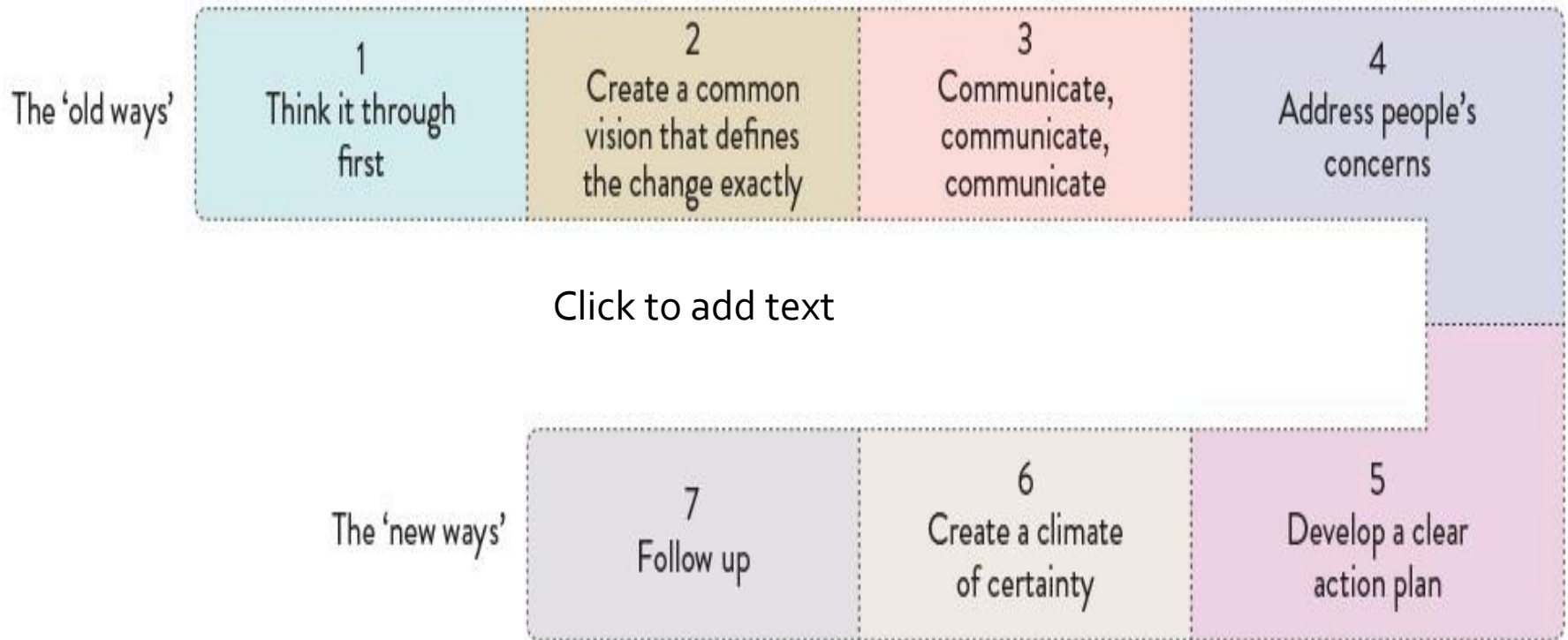
Consultation involves:

- 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* (7th ed.). Cengage Learning Australia.



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Child Safe Standards

The Standards

Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance and culture

Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

Standard 4

Families and communities are informed, and involved in promoting child safety and wellbeing

Standard 5

Equity is upheld and diverse needs respected in policy and practice

Standard 6

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Standard 7

Processes for complaints and concerns are child and young person focused

Standard 8

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved

Standard 11

Policies and procedures document how the relevant organisation is safe for children and young people

Links with slide 6

QARD's powers to regulate the new Child Safe Standards

What powers does QARD have now in relation to the Child Safe Standards?

- Since 2016 the *Child Wellbeing and Safety Act 2005* has required organisations, including early childhood services, to comply with the Child Safe Standards.
- Currently there is a basic compliance and enforcement regime in the *Child Wellbeing and Safety Act 2005*.

What powers will there be to regulate the new Child Safe Standards in future?

- The new Child Safe Standards will **apply** to all early childhood services from 1 July 2022
- From 1 January 2023 there will be new, stronger and more comprehensive powers added to the *Child Wellbeing and Safety Act 2005* to enable the new Child Safe Standards to be enforced more effectively by CCYP and other regulators.
- Each sector that is subject to the Child Safe Standards will have its own regulator - there will be “sector regulators” and “integrated sector regulators”.
- **Integrated sector regulators** will be able to *use their existing regulatory powers* to enforce the CSS, not the powers in the *Child Wellbeing and Safety Act 2005*.



Implementation of the New Standards

Changing service culture is the focus of the new Standards

Child Safe Standards are mandated to make sure organisations have robust policies and practices designed to keep children safe from abuse and harm. They work to build a culture in which children's safety is embedded in everyday thinking and practice. (CCYP)

Key areas:

- Focus on the new Standards (Standards 1, 4, 10 and 11)
- Identify Child Safe Standards champions
- Use the following reflective questions to guide implementation:
 - Does my induction for staff, cover the requirements of the New Child Safe Standards?
 - Do my procedures reflect and align with the requirements of the New Child Safe Standards?
 - How well is the voice of the child represented?



A [mapping tool](#) showing the relationship between the CSS and the NQF is now available as a resource.

Online resources

Early childhood services

Guidance on complying with the Child Safe Standards.

The new standards come into effect on 1 July 2022.

Early childhood services must update their systems, practices and policies across the service to ensure they comply with the new standards.

The Quality Assessment and Regulation Division (QARD) will continue to work with the Commission for Children and Young People (CCYP) to regulate the new Standards until 1 January 2023, when it becomes the regulator.

New Child Safe Standards

This guidance should be read together with guidance from the CCYP.

Early childhood services - culturally safe environments

Guidance on Child Safe Standard 1: Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children are respected and valued.

Early childhood services - child safety and wellbeing

Guidance on Child Safe Standard 2: Ensure that child safety and wellbeing are embedded in service leadership, governance and culture.

Early childhood services - child and student empowerment

Guidance on Child Safe Standard 3: Children are empowered about their rights, participate in decisions affecting them and are taken seriously.

Early childhood services - family engagement

Guidance on Child Safe Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.

Early childhood services - diversity and equity

Guidance on Child Safe Standard 5: Equity is upheld and diverse needs are respected in policy and practice.

Child Safe Standards

About Child Safe Standards

- Child Safe Standards for education providers
- Child Safe Standards for education providers
- Schools and school boarding premises
- Early childhood services
- Early childhood services
- Culturally safe environments
- Child safety and wellbeing
- Child and student empowerment
- Family engagement
- Diversity and equity
- Suitable staff and volunteers
- Complaints processes
- Child safety knowledge, skills and awareness
- Child safety in physical and online environments
- Review of child safety practices
- Implementation of child safety practices
- Non-school providers
- Registered training organisations
- International education providers

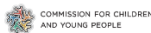
Related links

Early childhood regulation and quality assessment

Share this page

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Facebook
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www.vic.gov.au/early-childhood-services-child-safe-standards



Search the site

Report a concern or allegation

Inquiries Monitoring and Advocacy Engagement Child Safe Standards Reportable Conduct Scheme Resources Contact

Home / Resources /

Resources and support for the Child Safe Standards

Find resources and support to help organisations comply with the Standards

On this page

- The Commissioners talking about the Child Safe Standards
- A guide for creating a Child Safe Organisation
- Short guide to the Child Safe Standards
- New Child Safe Standards Information Sheet
- Translated Child Safe Standards resources
- Creating a Child Safety and Wellbeing Policy
- Steps to develop or update your Code of Conduct
- Practical guide to choosing, supervising and developing suitable staff and volunteers
- Sample learning or training action plan
- Risk assessment and management templates
- Child Safe Standards self-assessment tool
- Overview of the new Child Safe Standards
- Compare the previous and new Child Safe Standards
- Empowerment and participation guide
- Frequently asked questions
- Online safety and COVID-19
- A guide for creating a child safe organisation - tip sheets

<https://ccyp.vic.gov.au/resources/child-safe-standards>

How can ELAA help?

A light blue rectangular graphic with rounded corners and a thin blue border. Inside, the text "PolicyWorks Catalogue" is written in a teal, sans-serif font. A thin blue line curves across the top right corner, and another thin blue line runs diagonally from the bottom left towards the center.

PolicyWorks Catalogue

Updated templates:

- Child Safe Environment & Wellbeing
- Compliments and Complaints
- Inclusion and Equity
- Code of Conduct
- Interactions with Children
- Participation of Volunteers and Students
- Privacy and Confidentially
- Information Communication and Technology

New policies:

- eSafety for children
- Mental Health and Wellbeing

Resources and links

- [Early childhood services - Guidance on complying with the Child Safe Standards](#)
- [Resources and support for the Child Safe Standards](#)
- [Child Protection and Child Safe Standards \(PROTECT\)](#)
- [Child protection in early childhood: online learning](#)
- [ELAA's PolicyWorks Catalogue Subscription](#)
- [Policy Works Training Module – chapter 3 policy review processes](#)

Child Information Sharing (CIS)

The aim of the CISS is to facilitate services to work together to:

- identify children's and family's needs and risks
- promote earlier and more effective intervention and integrated service support; and
- improve outcomes for children and families.

What are the Approved Providers Responsibilities?

- Complete training on reforms
- Read Ministerial Guidelines
- Ensure policies and processes are up to date
- Support staff within the service to complete training
- Nominate staff to share information in relation to CISS and FVISS
- Ensure community partnerships are built
- Ensure committee handover captures CISS

Resources:

- [DET information on CISS](#)
- Online ELAA CISS Tool and Guide coming soon
- Additional ELAA forums coming soon



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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		

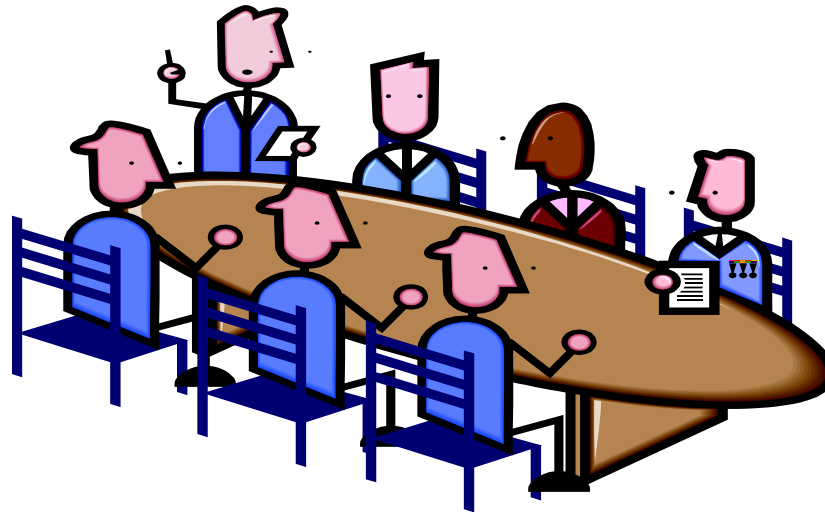
What should the new committee do now?

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 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

- Model works
- Budget works



Your local [Early Childhood Branch](#)

North Eastern Region ECIB contact information

Ovens Murray area

earlychildhood.improvement.OM@education.vic.gov.au

Goulburn area

earlychildhood.improvement.goulburn@education.vic.gov.au

Outer Eastern Melbourne area

earlychildhood.improvement.OE@education.vic.gov.au

Inner Eastern Melbourne area

earlychildhood.improvement.IE@education.vic.gov.au

Useful links

- **Consumer Affairs** www.consumer.vic.gov.au
- **Australian Charities Not-for-profit Commission** www.acnc.gov.au
- **Institute of Community Directors Australia**
www.communitydirectors.com.au
- **Justice Connect Not-for-profit Law Hub** www.nfplaw.org.au
- **Commission for Children and Young People** ccyp.vic.gov.au
- **Victorian Institute of Teaching** 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
Email: licensed.childrens.services@edumail.vic.gov.au
Phone: 1300 307 415
- **Australian Children's Education and Care Quality Authority (ACECQA)**
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

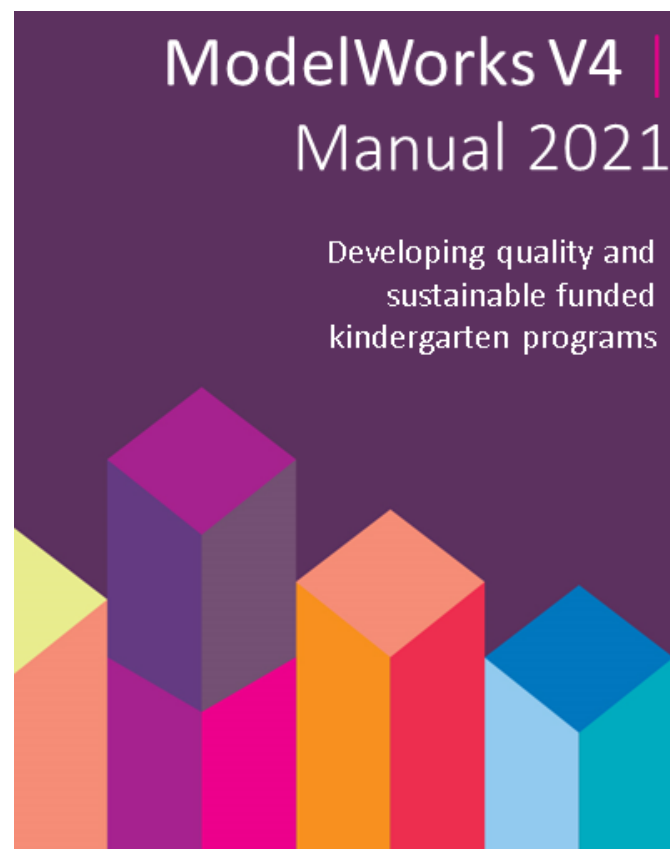
Consultancy service

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

ModelWorks V4 Manual

The manual includes:

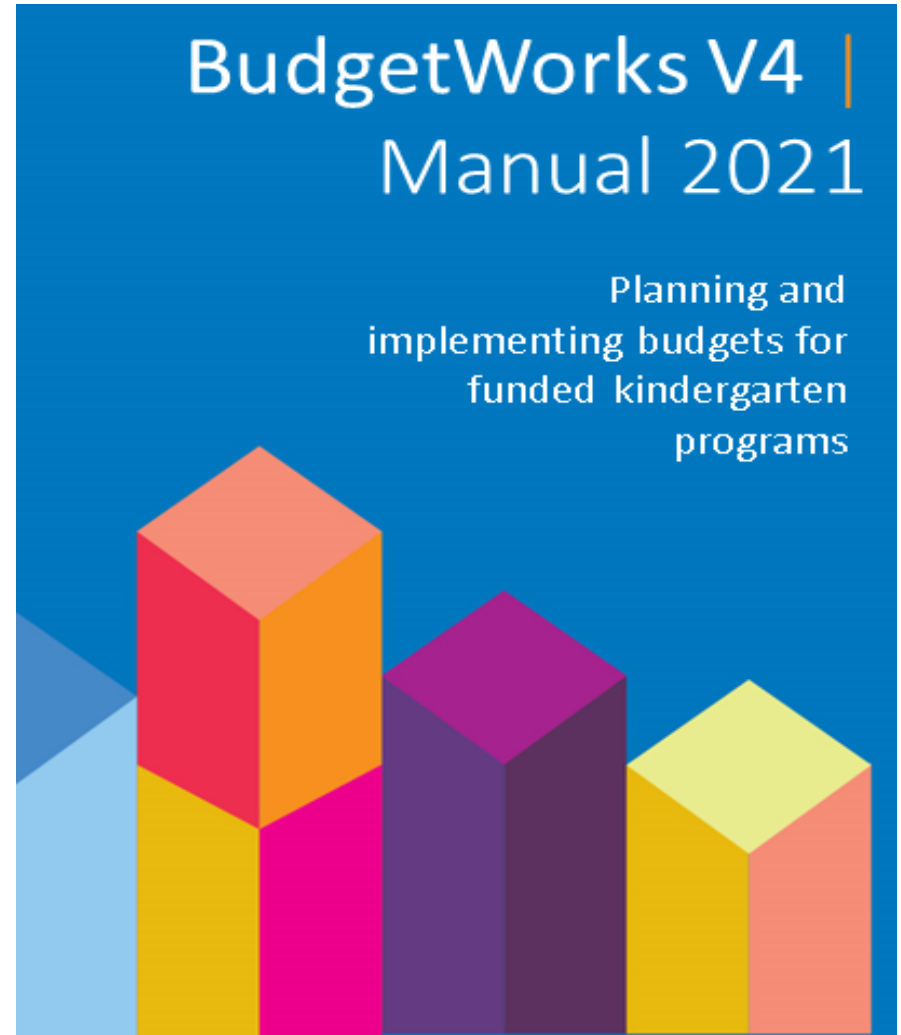
- An overview of Commonwealth legislation and Victorian specific policy and funding requirements,
- A step-by-step collaborative change management process,
- Creative timetable and program model options for consideration, and,
- Template introduction of change letters for employees.



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

Professional Development with ELAA:



Term 3 Free Live Webinar Governance Training open for registrations now.

Financial Management

Tuesday 6 September, 7.00-8.30pm

Member Only Forum- 2023 Free Kindergarten

Wednesday 7 September, 1.00-2.30pm

<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.**