



Education
and Training



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ASSOCIATION
AUSTRALIA

The voice for parents and
service providers

South East Victoria Region Governance Information Presentation

**Tuesday 6 December 2022
7.00pm-8.30pm**

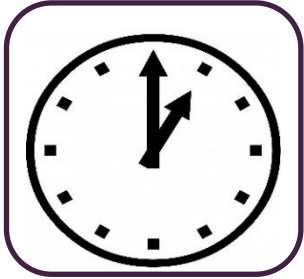
Acknowledgement of Country



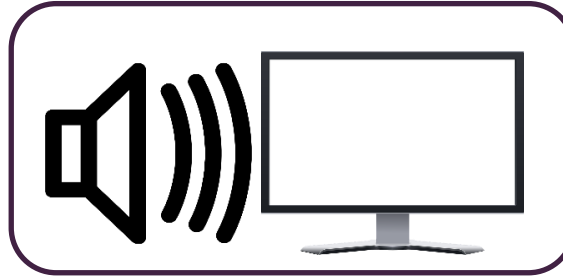
*Heart image is from Indigemoji, Australia's first set of Indigenous emojis made on Arrente land in Mparntwe (Alice Springs)
Sourced from Indigemoji page on LinkedIn/June 2021/Sharon Rogers user*

Administration

TIME AVAILABLE



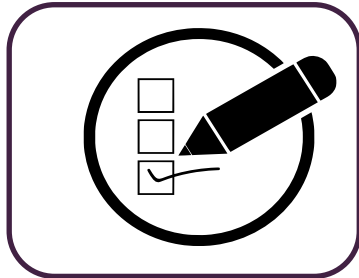
PARTICIPANT AUDIO & VIDEO



CHAT FACILITY



POLLS DURING PRESENTATION



TECHNOLOGICAL DISRUPTION



COMFORT BREAKS



PRE-READING



EVALUATION



Session overview:

- Who is ELAA?
- South East ECIB DET presentation
- Good governance practices
- Tips for financial management in anticipation of the new year
- Information and resources for employee management
- Q&A

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

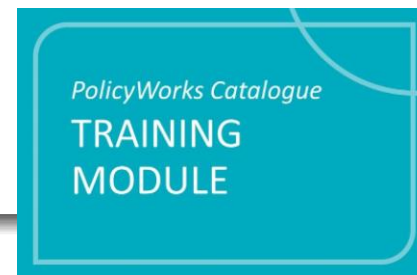
Educational Leader

- 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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Tips for financial management in anticipation of the new year

The role of the treasurer



Set out in each organisation's constitution

Primary role is to ensure the financial affairs of the organisation are conducted in an appropriate manner

Provide comprehensive and accurate financial reports to the committee

Ensure all members understand the financial situation of the organisation

Finance Subcommittee

Benefits of a Finance Subcommittee...

- It helps **prevent fraud** by ensuring that all tasks associated with the finance function are not performed by one person without supervision from others.
- It allows the Management Committee meetings to **focus on a wider range of issues**, as detailed financial discussions can take place within the sub-committee.
- It enables **more democratic control** of the organisation's finances
- It **spreads the burden** of financial management, thereby also potentially **improving its quality**.
- It helps **train new committee members** in financial matters.
- It provides for **continuity** where the Treasurer resigns or their term of office ends.

As we are approaching the end of the year and going into the next, we would assume that the following have been done :

- ☐ The audited financial report was presented at the AGM to all members of the association.
- ☐ Opting in or not to 2023's Free Kindergarten initiative
- ☐ Enrolments have been confirmed and
- ☐ A budget has been worked out going into 2023

Free Kindergarten funding updates

The Free Kinder transitional grant will be paid in full in January 2023.

Monthly Free Kinder payments will commence following approval of Annual Confirmation. Annual Confirmation will open from **9 January 2023** and will close on **10 March 2023**. Enrolments for 2023 can be entered in KIMS now in preparation for Annual Confirmation.

For any **sessional services** that have cashflow concerns prior to Annual Confirmation, an upfront lumpsum Free Kinder payment equivalent of up to three months of Free Kinder funding based on 2022 enrolments may be available.

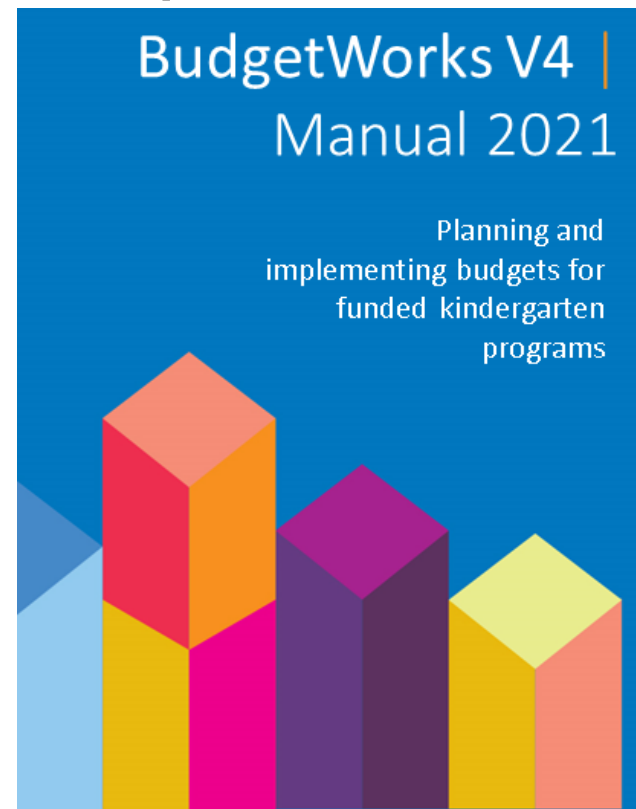
Please contact your local Early Childhood Improvement Branch to discuss



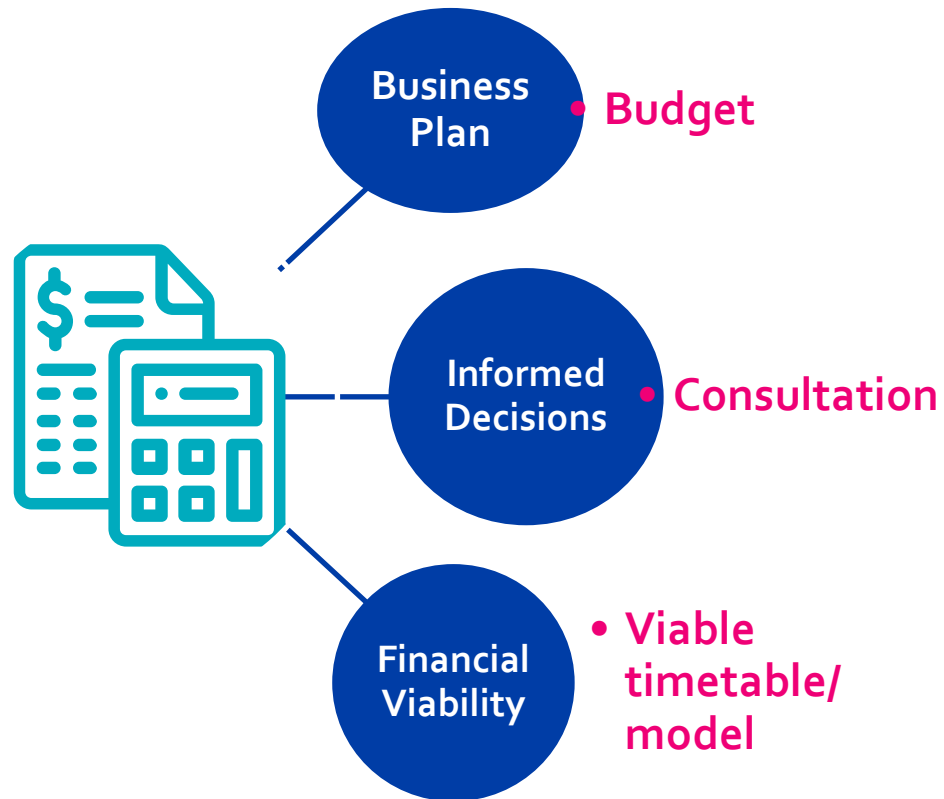
BudgetWorks V4 Manual

The manual includes:

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



Budget Works V4 Manual



A planned budget means you:

Know how much money (income) is needed to pay the staff, the bills and any extras (expenditure)

Have a sound basis for planning the year ahead and future years

Can compare estimated income and expenditure with actual income and expenditure

Know whether you can afford to achieve objectives

Make the best use of the organisation's resources

Have documented evidence

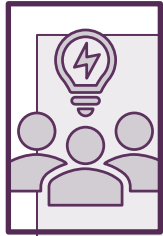


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Employee Management and Support

Managing Staff



Recruitment



Occupational Health and Safety



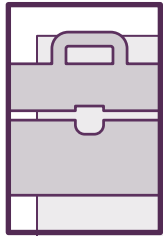
Awards and agreements

- Detail the wages and conditions that apply to employees
- Form part of each employee's letter of employment and are legally binding and enforceable



Payroll obligations

- Must use an approved system
- Must provide payslips which include required information



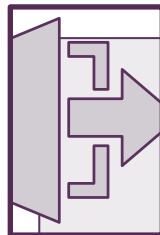
Long service leave/personal leave

- Provisions account



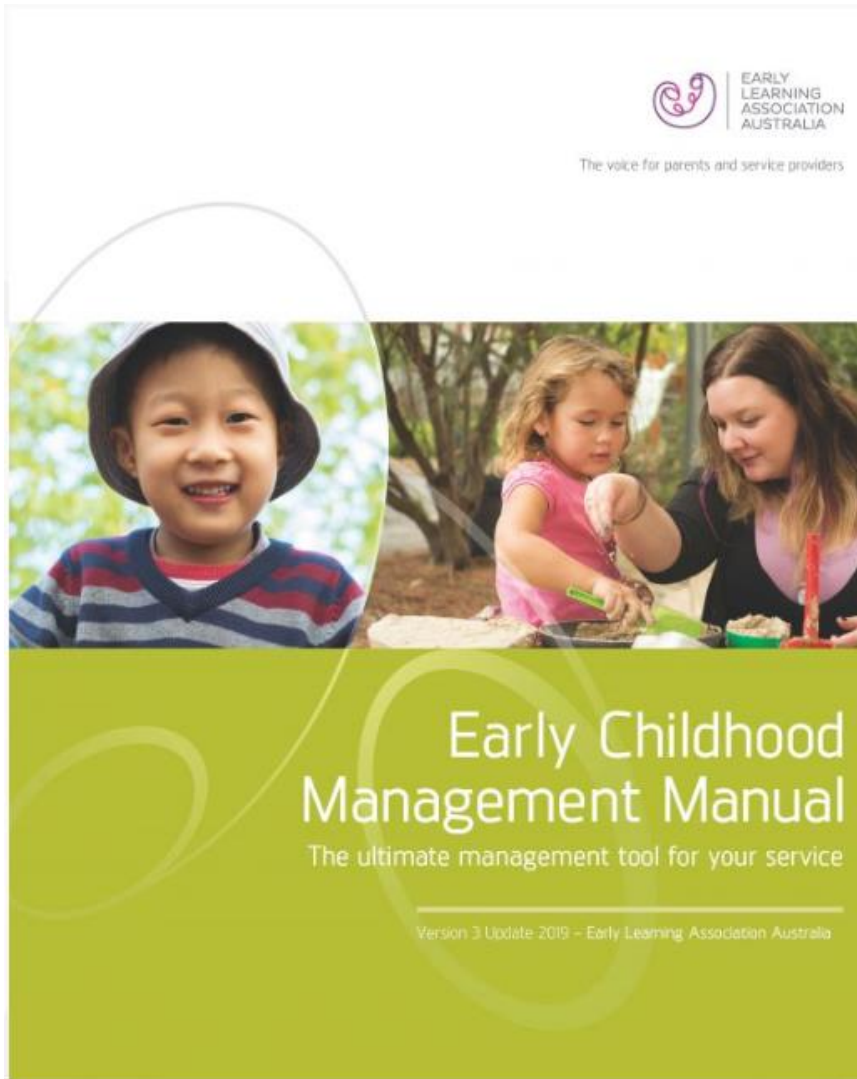
Performance Monitoring and Development

- Expectation of the NQS and officers may ask for evidence of staff learning and development



Termination

ELAA's Early Childhood Management Manual

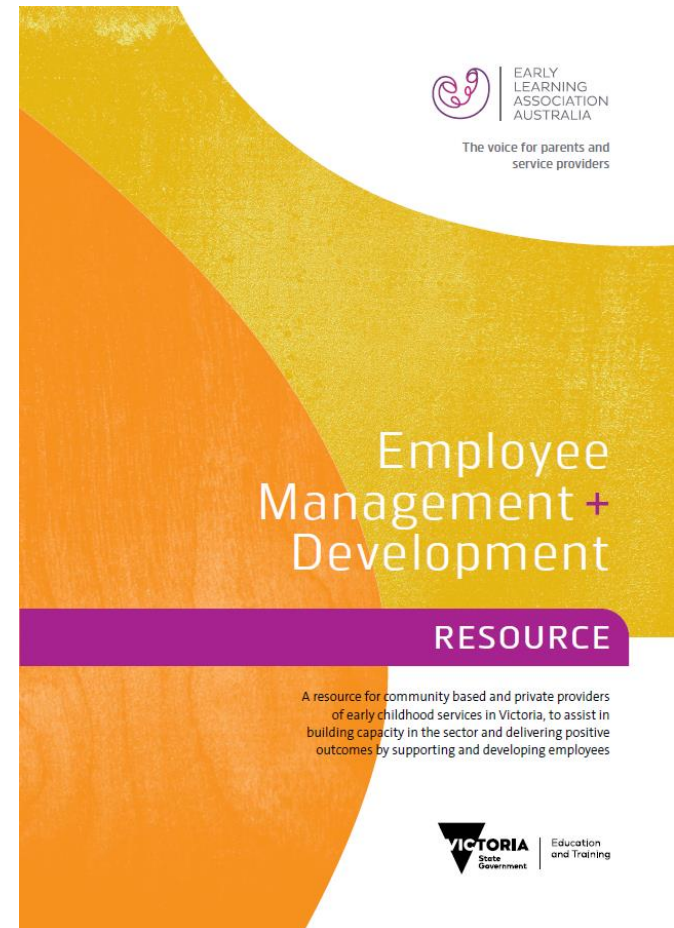


- An ELAA resource that supports committee of management to manage and operate their early childhood service.
- **Topics include:**
 - Incorporated Associations
 - Service Management
 - Governance
 - Staff management
 - Marketing and Fundraising
 - OHS

Access to this will be via the "My Membership" Section of the ELAA website under "ECMM v3 file downloads"

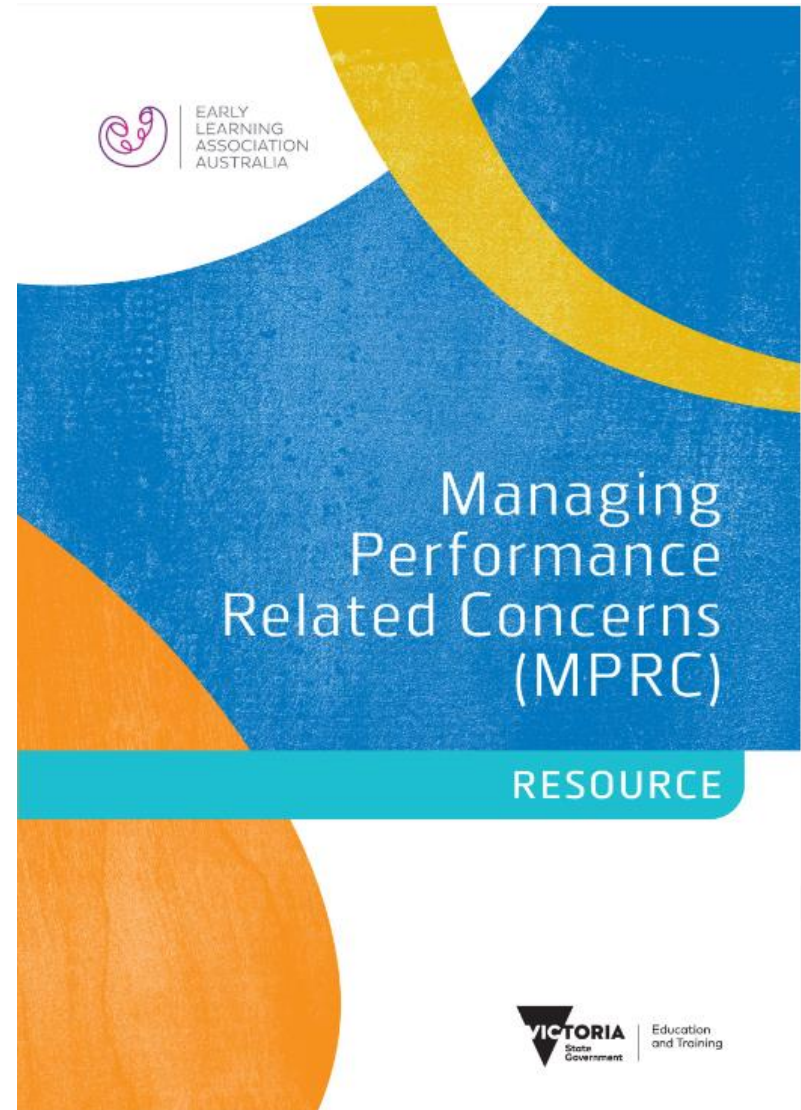
Employee management and development resource

- Produced in partnership with DET
- Is suitable for anyone that has staff reporting to them (ie. COM, Educational Leader, Manager, Room leaders etc)
- EMD process is a systematic approach
- Free online [self-paced online modules](#) available on the Learning Brought to Life website.
- [Self-paced pre recorded webinar](#) to support using one of the tools (Tool 3.2) in this resource



Managing performance-related concerns

- Revised and expanded in 2020 to guide employers in how to deal with unsatisfactory performance and misconduct
- A partner resource to the EM&D Resource
- Always act immediately when you become aware of any staff members in serious breach of regulations, centre policy or employment agreement.
- ELAA provide advisory service as well as consultancy service with IR/HR matters.



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



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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](#)

South Eastern Region ECIB contact information

Bayside Peninsula -

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

Southern Melbourne –

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

Outer Gippsland -

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

Inner Gippsland –

earlychildhood.improvement.ig@education.vic.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

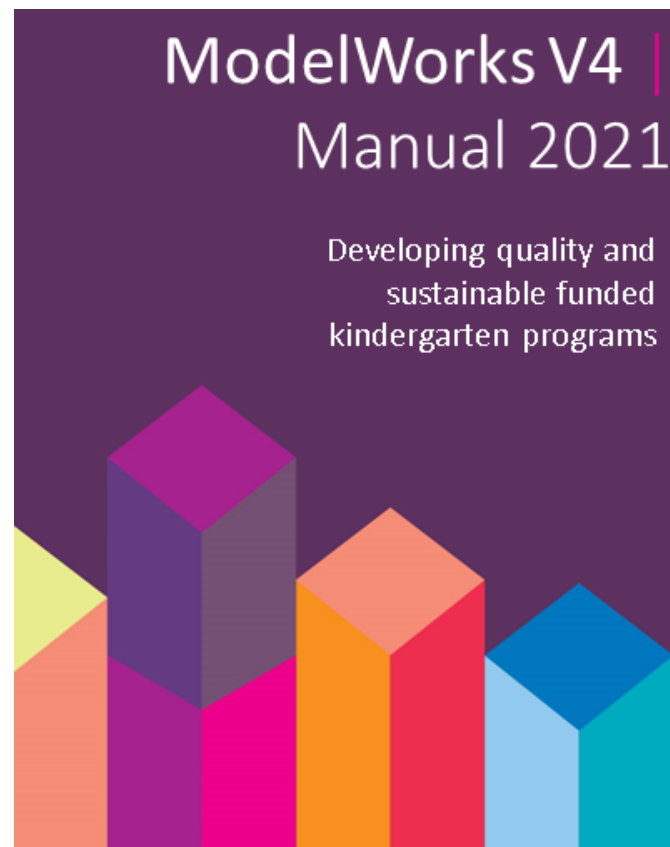
Consultancy service

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.



Professional Development with ELAA:



Ending the year on a high – Planning your AGM and Successful Handover to the new Committee

Join us for a comprehensive presentation on preparing for your AGM and how to ensure a positive handover is provided to the new committee.

[Find out more →](#)



Starting from the Beginning: Employee Management Information

A comprehensive introduction to the roles and responsibilities of CoMs in employee management and development.

[Find out more →](#)



Financial Management Governance

This course explores the responsibilities of the committee in relation to managing the finances of the incorporated association.

[Find out more →](#)



Starting from the Beginning: Governance Information

Join us for a comprehensive introduction to the roles and responsibilities of committees of management of early childhood services.

[Find out more →](#)

Self-Paced Module

In partnership with the Department of Education and Training

Planning for the future: Case studies and tools to support 3 year-old kindergarten expansion

This session will provide insight into how providers have used modelling tools to meet the needs of children and families and an overview of ELAA's ModelWorks and BudgetWorks Manuals.

[Find out more →](#)

Transition to school - Creating positive pathways to success

Self-paced module

Transition to school-creating positive pathways for success

This module will provide valuable insights into effective approaches to transition alongside practical strategies that will enhance practice, impacting the experience for the child and family.

[Find out more →](#)

[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.

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



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Questions and Answers

Thank you for attending!

