

GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY
Mandatory – Quality Area 7

PURPOSE

This policy outlines the duties, roles and responsibilities of the Committee of Management¹/Board of Mentone Pre-School.

POLICY STATEMENT

1. VALUES

Mentone Pre School is committed to ensuring that there are appropriate systems and processes in place to enable:

- good governance and management of the organisation
- accountability to its stakeholders
- compliance with all regulatory and legislative requirements placed on the organisation
- the organisation to remain solvent and comply with all its financial obligations.

2. SCOPE

This policy applies to the Approved Provider, the Committee of Management/Board of Mentone Pre School and all subcommittees of the Committee of Management/Board.

3. BACKGROUND AND LEGISLATION

Background

The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a service. Members of the Committee of Management/Board are responsible for setting the directions for the service and ensuring that its goals and objectives are met in line with its constitution, and all legal and regulatory requirements governing the operation of the business are met.

Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records (refer to *Privacy and Confidentiality Policy*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Associations Incorporation Reform Act 2012 (Vic)*, as applicable to the service
- *Corporations Act 2001*, as applicable to the service
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulation 168(2)(l)*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
 - Standard 7.3: Administrative systems enable the effective management of a quality service

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

¹ Also known in some services as Board of Directors or Board of Management etc.

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Actual conflict of interest: One where there is a real conflict between a Committee of Management/Board member's responsibilities and their private interests.

Conflict of interest: An interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of a member (or members) of the Committee of Management/Board or subcommittee, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the member of the Committee of Management/Board or subcommittee, but also their relatives, friends or business associates.

Ethical practice: A standard of behaviour that the service deems acceptable in providing their services.

Governance: The process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisation (Australian National Audit Office, 1999).

Interest: Anything that can have an impact on an individual or a group.

Perceived conflict of interest: Arises where a third party could form the view that a Committee of Management/Board member's private interests could improperly influence the performance of their duties on the Committee of Management/Board, now or in the future.

Potential conflict of interest: Arises where a Committee of Management/Board member has private interests that could conflict with their responsibilities.

Private interests: Includes not only a Committee of Management/Board member's own personal, professional or business interests, but also those of their relatives, friends or business associates.

5. SOURCES AND RELATED POLICIES

Sources

- ELAA *Early Childhood Management Manual, Version 2 2013*
- Our Community: www.ourcommunity.com.au
- Justice Connect: <http://www.justiceconnect.org.au/>

Service policies

- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- ensuring that the service has appropriate systems and policies in place for the effective governance and management of the service.

CORE ELEMENTS OF THE GOVERNANCE MODEL

The following are the core elements of the governance systems at Mentone Pre-School which the Committee of Management/Board is responsible:

Stewardship/custodianship

Ensure:

- the service pursues its stated purpose and remains viable
- budget and financial accountability to enable ongoing viability and making best use of the service's resources
- the service manages risks appropriately.

Leadership, forward planning and guidance

Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.

Authority, accountability, and control

- Monitor and oversee management including ensuring that good management practices and appropriate checks and balances are in place.
- Be accountable to members of the service.
- Maintain focus, integrity and quality of service.
- Oversee legal functions and responsibilities.
- Declare any actual, potential or perceived conflicts of interest (refer to *Definitions* and Attachment 1 – *Sample Conflict of interest disclosure statement*).

LEGAL LIABILITIES OF MEMBERS OF THE COMMITTEE OF MANAGEMENT/BOARD

The Committee of Management/Board at Mentone Pre-School is responsible under the constitution to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed. Members of the Committee of Management/Board are responsible for ensuring that:

- adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service
- appropriate systems are in place to monitor compliance
- reasonable care and skill is exercised in fulfilling their roles as part of the governing body of the service
- they act honestly, and with due care and diligence
- they do not use information they have access to, by virtue of being on the Committee of Management/Board improperly
- they do not use their position on the Committee of Management/Board for personal gain or put individual interests ahead of responsibilities.

RESPONSIBILITIES OF THE COMMITTEE OF MANAGEMENT/BOARD

The Committee of Management/Board of Mentone Pre-School is responsible for:

- Meeting on a minimum of once per month except for the month of January, with the Annual General Meeting (AGM) to be held in conjunction with the November meeting. Notice of meetings including meeting agenda's should be given at least 2 days prior to meeting)
- The President, or in their absence the Vice-President shall preside over meetings
- The Secretary will record minutes of the names of those attending, the proceedings and the resolutions of each Committee meeting
- The Treasurer will submit a financial report to each Committee meeting
- Developing coherent aims and goals that reflect the interests, values and beliefs of the members and staff, and the stated aims of the service, and have a clear and agreed philosophy which guides business decisions and the work of the Committee of Management/Board and staff
- All decisions made by a Committee of Management on behalf of Mentone Pre-School Association Inc must be made by a majority rule. In circumstances where the Committee is meeting together, a quorum (defined as at least 4 members) must be present before a decision can be made.
- Establishing clearly defined roles and responsibilities for the members of the Committee of Management/Board, individually and as a collective, management and staff, and clearly articulate the relationship between the Committee of Management/Board, staff and members of the service
- Developing ethical standards and a code of conduct (refer to *Code of Conduct Policy*) which guide actions and decisions in a way that is transparent and consistent with the goals, values and beliefs of the service
- Undertaking strategic planning and risk assessment on a regular basis and having appropriate risk management strategies in place to manage risks faced by the service
- Ensuring that the actions of and decisions made by the Committee of Management/Board are transparent and will help build confidence among members and stakeholders
- Reviewing the service's budget and monitoring financial performance and management to ensure the service is solvent at all times, and has good financial strength
- Approving annual financial statements and providing required reports to government
- Setting and maintaining appropriate delegations and internal controls
- Appointing senior staff (e.g. the CEO or Director, if the service is large) or all staff (if the service is small), and monitoring their performance
- Evaluating and improving the performance of the Committee of Management/Board
- Focusing on the strategic directions of the organisation and avoiding involvement in day-to-day operational decisions, particularly where the authority is delegated to senior management staff within the service.

ANNUAL GENERAL MEETING (AGM) & SPECIAL MEETINGS

- The AGM is held in conjunction with the November meeting. Notice of these meetings should be given to all current and future members at least 14 days prior to the meeting. Notification should include a list of Committee positions and brief job descriptions to encourage members to nominate for positions
- Life members and other special guests require invitations; these are sent by the Secretary
- A quorum at an AGM is defined as at least 10 members
- The President, or in their absence, the Vice-President shall preside over the meeting
- ALL Decisions made by a Committee of Management on behalf of Mentone Pre-School must be made by a majority rule. No proxy votes are to be accepted at the AGM
- The practical function of the AGM is to report on the activities of the Pre-School for the calendar year and elect a Committee for the upcoming year. The nominated Returning Officer presides over the election of Committee members. A date for the handover meeting (usually in conjunction with the December Committee meeting) should be advertised at the AGM.
- It is a legal requirement that the audited financial accounts of the year are tabled
- It is usual for a guest speaker to be invited to the meeting. Their 15 minute presentation is usually given at the beginning of proceedings.
- It is usual to arrange gifts for the guest speaker, and other special volunteers who have attended the meeting



COMMITTEE HANDOVER MEETING

- The Committee handover meeting is held in conjunction with the December meeting. Incoming Committee members should be given their job descriptions at least 2 days prior to meeting
- Key register to be completed by outgoing & incoming committee members
- Policy information to be shown to incoming committee members – in particular section regarding Governance and Management of the Service Policy – Quality Area 7

EXECUTIVE EMERGENCY DECISIONS POLICY

In the event of an urgent decision being required and where it is not practical to hold an Emergency Committee meeting, two or more members of the Executive Committee may authorise an urgent action or decision, or the payment of an amount predetermined by and passed at an earlier committee meeting. Over and above this amount, a committee majority decision will be required. A group email to other Committee members as recorded in this manual will be referred to in this instance. The goal of this action is to obtain a majority decision from the Committee. Follow up phone calls from members of the Executive Committee will be used in the event that a majority decision is not reached from respondents to a group email. A copy of the current Committee's email addresses will be formed into a working document and will be distributed to every member of the Committee at the first Committee Meeting of the year, or as soon as practicable

CONSTITUTIONAL CHANGE PROCESS

1. Call an extra-ordinary meeting of the organisation.
2. Notify all members at least 2 weeks before this meeting and give them access to written information about the changes to be made to the constitution or Rules of the Association.
3. If posting, a stamped return address envelope should be included so that member have the opportunity to make written comment without being disadvantaged.
4. The only topic of the extra-ordinary meeting should be those outlined in the set agenda.
5. If the proposed changes are accepted by at the extra-ordinary meeting then these need to be formally lodged with and accepted by Business Affairs before being considered legal.

EXPENDITURE PROCESS

When a request for expenditure outside the running budget is made, either by staff, committee or a member of Mentone Pre-School the following procedures will occur;

- The item or idea will be made public via discussion at the Committee meeting and by being written up in the meeting minutes so that all members of the organisation will have the opportunity to consider this idea and put forward an opinion if they so desire.
- All expenditure of this type requires the procedure of MOTION, SECOND, PASSING.
- Some financial decisions can be made at this level. Successful motions require a committee majority decision.
- For large expenditure items a sub-committee shall be formed to further investigate the proposal. The sub-committee will;
 1. Consider the viability of the proposal and whether there are any other options.
 2. Obtain relevant quotes and associated issues such as when work can be done, items installed or the like.
 3. Present overview of the ideas, options and alternatives to the full committee.



At all times the sub-committee will be mindful of time lines and avenues of financing the proposal e.g. payment from Pre-School Funds, Fundraising, Grants or other.

The Committee will always endeavour to instigate accepted proposals into practice as soon as practical.

CONFIDENTIALITY

All members of the Committee of Management/Board and subcommittees who gain access to confidential, commercially-sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (refer to *Privacy and Confidentiality Policy*).

Members of the Committee of Management/Board and subcommittees shall respect the confidentiality of those documents and deliberations at Committee of Management/Board or subcommittee meetings, and shall not:

- disclose to anyone the confidential information acquired by virtue of their position on the Committee of Management/Board or subcommittee
- use any information so acquired for their personal or financial benefit, or for the benefit of any other person
- permit any unauthorised person to inspect, or have access to, any confidential documents or other information.

This obligation, placed on a member of the Committee of Management/Board or subcommittee, shall continue even after the individual has completed their term and is no longer on the Committee of Management/Board or subcommittee.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Committee of Management/Board or subcommittee as an observer or in any other capacity.

ETHICAL PRACTICE

The following principles will provide the ethical framework to guide the delivery of services at Mentone Pre-School:

- treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
- dealing courteously with those who hold differing opinions
- respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community
- having an open and transparent relationship with government, supporters and other funders
- operating with honesty and integrity in all work
- being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why
- working to the standards set under the *National Quality Framework* and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community
- disclosing conflicts of interest as soon as they arise and effectively managing them (refer to Attachment 1 – Sample *Conflict of interest disclosure statement*)
- recognising the support and operational contributions of others in an appropriate manner
- assessing and minimising the adverse impacts of decisions and activities on the natural environment.

MANAGING CONFLICTS OF INTEREST

Conflicts of interest, whether actual, potential or perceived (refer to *Definitions*), must be declared by all members of the Committee of Management/Board or subcommittee, and managed effectively to ensure integrity and transparency (refer to Attachment 1 – Sample *Conflict of interest disclosure statement*).

Every member of the Committee of Management/Board or subcommittee has a continuing responsibility to scrutinise their transactions, external business interests and relationships for potential conflicts and to make such disclosures in a timely manner as they arise.

The following process will be followed to manage any conflicts of interest:

- whenever there is a conflict of interest, as defined in this policy, the member concerned must notify the President of such conflict, as soon as possible after identifying the conflict
- the member who is conflicted must not be present during the meeting of the Committee of Management/Board or subcommittee where the matter is being discussed, or participate in any decisions made on that matter. The member concerned must provide the Board or committee with any and all relevant information they possess on the particular matter
- the minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict.

A *Conflict of interest disclosure statement* (refer to Attachment 1) must be completed by each member of the Committee of Management/Board and subcommittee upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the President, and revise the disclosure statement accordingly.

All violations of the requirement to disclose and manage conflicts shall be dealt with in accordance with the constitution of Mentone Pre-School.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Committee of Management/Board will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Sample *Conflict of interest disclosure statement*
- Attachment 2: Sample Agenda Meeting agenda
- Attachment 3: Sample AGM agenda
- Attachment 4: Committee
- Attachment 5: Committee position descriptions

AUTHORISATION

This policy was adopted by the Approved Provider of Mentone Pre-School on 30/11/2016.

REVIEW DATE: 30/11/2019 or as dictated by changes in regulations.

ATTACHMENT 1

Sample Conflict of interest disclosure statement

| | |
|---|--|
| Name (in full): | |
| Postal address: | |
| Position on Committee of Management/Board or subcommittee | |

Declaration:

I hereby declare the following conflict of interest: (Note: tick all applicable boxes)

ACTUAL

POTENTIAL

PERCEIVED

Please provide a brief outline of the nature of the conflict (details may be included in a separate confidential envelope, if appropriate).

Please detail the arrangements proposed to resolve/manage the conflict (details may be included in a separate confidential envelope, if appropriate).

I, (insert name in full) _____ hereby agree to:

- update this disclosure throughout the period of my tenure on the Committee of Management/Board or subcommittee of Mentone Pre-School.
- co-operate in the formulation of a *Conflict of interest management plan*, as required.
- comply with any conditions or restrictions imposed by the Committee of Management/Board or subcommittee to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

Signed

Date

ATTACHMENT 2

Sample Committee Meeting Agenda

Mentone Pre-school Committee Meeting

Date:

Venue:

AGENDA

1. Present
2. Apologies
3. Minutes from previous meeting
4. Business arising from previous minutes
5. Correspondence in/out
6. President's Report/Vice President's Report
7. Treasurer's Report
8. 4 y/o Teacher's Report
9. 3 y/o Teacher's Report
10. Social Fundraising Report
11. Maintenance/Working Bee Coordinator Report
12. Quality Report
13. 4 y/o Enrolment Report
14. 3 y/o Enrolment Report
15. Publicity
16. New Business

Next Meeting

ATTACHMENT 3

Sample Annual General Meeting Agenda

Mentone Pre School AGM

Date:

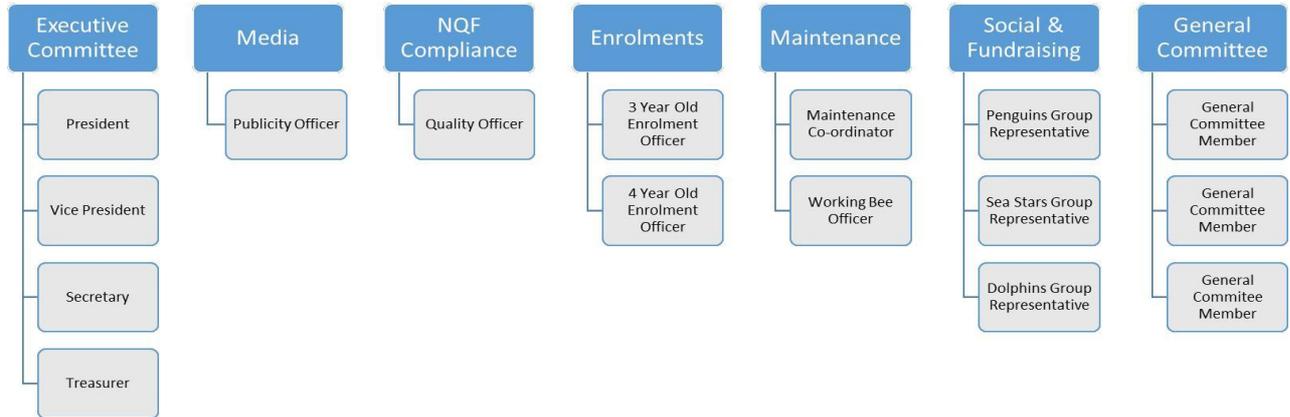
Venue:

AGENDA

1. **Presidents welcome**
2. **Attendance/apologies**
3. **Guest Speaker**
4. **Adoption of minutes from previous AGM**
5. **President's Report**
6. **4 y/o Director's Report**
7. **3 y/o Teacher's Report**
8. **Treasurer's report and tabling of Audited accounts**
9. **Standing down of current Committee and election of new Committee**
10. **Close of meeting**

ATTACHMENT 4

Committee Organisational Chart



ATTACHMENT 5

POSITION DESCRIPTIONS FOR MANAGEMENT COMMITTEE

Contents

| | |
|---|----|
| INTRODUCTION | 14 |
| Mentone Pre School Annual Committee Task Calendar | 15 |
| PRESIDENT | 17 |
| VICE PRESIDENT | 18 |
| SECRETARY | 19 |
| AGM Task list | 20 |
| TREASURER | 21 |
| ASSISTANT TREASURER | 22 |
| FUNDRAISING (4 POSITIONS) | 23 |
| WORKING BEE COORDINATOR..... | 24 |
| QUALITY OFFICER | 25 |
| PUBLICITY OFFICER..... | 27 |
| 4 YEAR OLD ENROLMENT OFFICER | 29 |
| 3 YEAR OLD ENROLMENT OFFICER | 36 |
| GENERAL COMMITTEE | 38 |
| SOCIAL GROUP REPRESENTATIVE (3 POSITIONS)..... | 39 |



INTRODUCTION

This document is intended to be a resource for the members of the Management Committee of the Mentone Pre-School. The date at the beginning of the position description indicates the most recent update of any of the policies.

Mentone Pre School Annual Committee Task Calendar

| | |
|---|--|
| January | |
| Attend Committee Clean Up | All Committee |
| Letters confirming transition times | 3 & 4 year old Enrolment officers |
| Check committee email addresses are monitored by relevant members | Publicity Officer |
| Family Welcome BBQ planning | Social & Fundraising team |
| February | |
| Set working bee times for the year | Maintenance Officer |
| Grant opportunities for the year identified | Vice-President |
| Policies needing updating for the year identified and scheduled | Quality Officer |
| March | |
| Term 2 invoices issued (2 weeks prior to end Term 1) | Treasurer |
| Easter BBQ | Social & Fundraising |
| April | |
| May | |
| Pre-School Open Day | All committee & teachers – make sure the cleaners are aware of Open Day! |
| June | |
| Annual Quality Survey updated | Quality Officer |
| July | |
| Third term invoices issued | Treasurer |
| Annual Quality Survey distributed | Quality Officer |
| 3 & 4 year old offers for next year sent to parents | Enrolment officers |
| August | |
| Bunnings Fundraising BBQ | Social & Fundraising Team |
| September | |
| Fourth term invoices issued | Treasurer |
| Annual Parent Survey updated | Quality Officer |
| 4 year old groups allocated and parents advised | 4YO EO |
| October | |
| AGM date announced and invitations to Life Members sent three weeks prior | Secretary |
| Parent handbook to be updated and printed | Quality Officer/Publicity Officer |
| Position descriptions to be updated | All committee |
| Annual Report compiled and printed | Vice President |

| November | |
|---|---|
| Parent survey results completed | Quality Officer |
| Reports for Annual Report completed | President, Treasurer, Maintenance, Social & Fundraising |
| Financial audit completed | Treasurer |
| Annual Parent Survey distributed | Quality Officer |
| AGM notice on website/Facebook/Flexibuzz/foyer & via email to families enrolled in following year | Publicity Officer/EO |
| Parent Handbooks and enrolment forms for AGM | 3 and 4 year old Enrolment Officers |
| Orientation Day (Sat before AGM) | Enrolment Officers & Teachers |
| Annual General Meeting | Secretary |
| Lodge Annual Statement with Consumer Affairs | Secretary |
| Set clean up day | All committee at Handover meeting |
| December | |
| Family Christmas party | Social & Fundraising |
| Gifts to neighbours | General Committee |
| Cards and presents for the staff | President, with support from General Committee |
| Check tasks for January Committee clean up with Director | Maintenance Officer |
| Set family welcome BBQ date for following year and first committee meeting | Fundraising and Secretary |
| First term invoices issued at least 2 weeks before end of term 4 previous year | Treasurer |
| Set committee meeting times and enrolment open day for following year | Secretary |

- Rates and rubbish collection are billed separately annually by the City of Kingston. As the Pre-School is deemed a commercial entity, it is free to choose its own waste collector if it chooses.

PRESIDENT

SUMMARY OF ACCOUNTABILITY:

Accountable and responsible for the management of the Pre-school

OVERALL RESPONSIBILITIES

Chairs committee meetings, handles day-to-day decisions, liaises with parents, committee members and staff and mediates where necessary. Responsible for staff recruitment if required. Delegates most tasks and involves General Committee members if extra assistance required.

STAFFING RESPONSIBILITIES

In conjunction with the KALC administrator, the President is responsible for all pre-school employees and relief staff.

MAJOR RESPONSIBILITIES

To explain the decisions, activities and aspirations of the Pre-school and to ensure these are carried out in an efficient manner.

In conjunction with the KALC administrator, steer the committee through its responsibilities and foster an environment in which all committee members are able to contribute and work productively.

DUTIES

Administration and management

1. Co-ordination of committee roles
2. As guided by KALC consultant, ensure that the centre is aware of and fulfils the requirements of the:
 - Department of Human Services
 - Children's Services Regulations
 - The Constitution
 - Corporate Affairs Department
3. Acts on behalf of the pre-school in the interval between committee meetings.
4. Supports staff
5. Calls and chairs Executive and Special emergency meetings when required (refer to Policy Manual)
6. Remains informed about the activities and plans of relevant sub committees.
7. In conjunction with KALC administrator, ensures the pre-school is represented with reference to all funding/grant opportunities.

Committee Meeting Responsibilities

1. Assists the Secretary to prepare the Agenda and annual report
2. Acts as an impartial chairperson
3. Opens and closes the meetings. Maintains control at the meetings, ensuring the correct procedure is adhered to
4. Ensures a quorum is present (refer to constitution)
5. Confines discussion to the matter at hand and ensures that all present are given equal time to present and discuss their point of view.
6. Ensures that each motion and report is moved and seconded according to the rules of the constitution.
7. Clarifies all points in discussion and summarises discussion ensuring all members understand the points in question and resulting decisions.
8. Encourages full and balanced participation by all committee members.
9. Introduces and thank all guest speakers.

Estimated Workload

The workload of the president is quite variable however it generally fluctuates between 8 and 20 hours per month.

VICE PRESIDENT

SUMMARY OF ACCOUNTABILITY:

Together with the President, the Vice President is accountable and responsible for the management of the Pre-school.

OVERALL RESPONSIBILITIES

Assists and deputises for the President, undertakes the role of Grant Writer and compiles the Annual Report for the AGM. Often involved in sub-committees related to capital works.

MAJOR RESPONSIBILITIES

Support the President in the execution of his/her duty. As well as assisting with the leadership and management of the Pre-school by carrying out any duties which are assigned to him/her from time to time by the President.

Act as the President in times of their absence and execute his/her duties and functions on these occasions.

Be responsible for the writing and submission of all relevant grant applications put forward on behalf of the Pre-school.

DUTIES

Administration and management

1. Will attend all Committee meetings.
2. Will chair the Committee meetings in the absence of the President.
3. In conjunction with the President, acts on behalf of the Pre-school in the interval between committee meetings.
4. Supports the President and staff.
5. Be willing to work cooperatively with other members of the Management Committee, and in accordance with the Committee's decisions.
6. In conjunction with KALC administrator, ensures the Pre-school is represented with reference to all funding/grant opportunities.

Committee Meeting Responsibilities

Prepares and compiles the Annual General Report for the AGM in consultation with the Secretary.

Estimated Workload

The workload of the vice president is quite variable however it generally fluctuates between 3 and 8 hours per month.

SECRETARY

SUMMARY OF ACCOUNTABILITY:

Accountable to President and Committee

OVERALL RESPONSIBILITIES

Responsible for all incoming and outgoing correspondence, compiling and distributing monthly meeting agendas and meeting minutes. Monitors committee 'action' list, completes the Pre School's Annual Statement for Dept. of Justice and assists in the preparation for the AGM.

STAFFING RESPONSIBILITIES

None

MAJOR RESPONSIBILITIES

1. Maintain an up to date committee list and circulate to committee.
2. Maintain the Life Member list.
3. Coordinate the Annual General Meeting, including invitations to Life Members.
4. Complete the Annual Statement for Incorporations using the template sent from Consumer Affairs Victoria.
5. Ensure other documentation completed for new committee members.
6. Develop an agenda for each meeting to be checked by the President.
7. Prepare monthly Committee minutes, within one week of the meeting.
8. Place a notice up informing time and date of Committee meetings, one week before.
9. To ensure association members have access to the minutes by placing a copy on the noticeboard within 7 days of Committee Meeting
10. Clear mailbox for preschool at least weekly, open mail and list in correspondence book. Then place in pigeonholes. Clear mail during school holidays.

MEETING DUTIES

1. Keep a true and accurate record of meetings.
2. Ensure motions are documented.
3. Take notes during meetings, noting all discussions and decisions. Re-write minutes as within 7 days after the meeting
4. It can be helpful to have minutes read by President before they are distributed.
5. Have copies of previous meeting minutes available at meeting
6. Circulate agenda one week prior to meeting.
7. Display notice of meeting one week before.
8. At start of the next meeting the minutes should be accepted as a true and correct record and signed by the president.
9. Action lists – write down who said they'd do what and by when, recording this as a separate section at the end of the minutes or next to the relevant decisions (action list).

List the following in the minutes:

Date of meeting, name of those present, apologies, time the meeting commences, confirmation of previous meeting's minutes, Treasurer's report, Director's report, Sub-committee reports (maintenance and social), Other business, Close of meeting, Date, time and place of next meeting

AGM Task list

Secretary

Invitations in October newsletter, email and notice in mail boxes to current parents
Email 'save the date' to Life Members
Invitations posted to Life Members
Speaker to be invited
Compile and print the Annual Report for distribution at AGM
Agenda to be circulated prior to meeting
Easels with committee roles written up and nomination forms
Name badges for Committee and teachers
Annual Statement with new committee members submitted to Consumer Affairs
Annual Report emailed to people who request it
Annual Report sent to Life members who did not attend

Enrolment officers

Invitations posted to new 3 & 4 year old families (in addition to the information with the enrolment forms)
Three and four year old enrolment information packs, group session information, uniform order forms

President

Report (to be read out at AGM)

Treasurer

Report (to be read out at AGM)

4 Year Old Teacher

Report

3 Year Old Teacher

Report

Fundraising

Report

Social Committee

Report

3 and 4 year old enrolment officers

Reports

Maintenance Report

Quality Officer's Report

General committee

Refreshments

Drinks set up. Check wine glasses are clean and set out on bench prior to meeting. Offer drinks through evening.

Door prize for AGM attendees

TREASURER

ROLE DESCRIPTION:

Organises banking, keeps monthly financial records and liaises with the external consultant regarding financial status. Raises invoices for fees and follows up any outstanding fee payments, monitors and pays for all invoices.

SUMMARY OF ACCOUNTABILITY:

1. The treasurer is accountable for the financial position of the preschool
2. The treasurer is accountable to the president and the general committee

OVERALL RESPONSIBILITIES:

1. To act as custodian of the preschools funds, ensuring funds are dealt with in accordance to policy, and the wishes of committee members.
2. To report on overall financial position of the kinder and provide a statement of the clubs assets and liabilities at predetermined times

STAFFING RESPONSIBILITIES/RELATIONSHIPS:

1. Reports to the president and general committee
2. Liaises with:
 - Assistant treasurer for raising cheques
 - Liaise with all creditors and debtors where required
 - Liaise with external bookkeeper (KALC)

MAJOR RESPONSIBILITIES:

1. Term fee account administration
2. Banking
3. Expense authorisation
4. Financial reporting/record retention

DUTIES

TERM FEE ACCOUNT ADMINISTRATION

- Prepare and issue term invoices
- Reconcile term invoice payments and follow-up any outstanding accounts in line with fee policy
- Maintain records of all parents/guardians accounts including contact numbers, invoice amounts, payment amounts, payment dates, payment methods and health care / pension card details
- Prepare and issue approved child care receipts where requested
- Administer rollover of term deposits where required
- Manage working bee levy refunds in line with fee policy and in conjunction with assistant treasurer

BANKING

- Bank all cash and cheque income
- Issue receipts for all cash income
- Maintain records (and itemised amounts) for all income

EXPENSE AUTHORISATION

- Counter sign all cheques raised for expenses
- Maintain records (and itemised amounts) for all expense payments

FINANCIAL REPORTING/RECORD RETENTION

- Oversee preparation of:
 - *Annual budget projecting the next 12 months of income and expenses (prepared in consultation with KALC)*
 - *Monthly bank reconciliation statements*

- Quarterly bas statements and payments
 - Liabilities record indicating the total monies owed by kinder (note this is produced by KALC and forms part of the detailed monthly reports)
- Ensure the preschools finances are auditable (in conjunction with KALC)
 - Complete required documentation online for Department of Education & Training:

The Financial Accountability Requirements (FAR) – as part of this process you are required to provide a certification that funding provided by the Department is spent in accordance with the Service Agreement and to provide a copy of your audited financial statements.

Risk Attestation – Risk management is an integral part of good management and governance practice. The risk management attestation requires organisations to annually attest that they are managing their risks in accordance with the Australian and New Zealand Risk Management Standard. The FAR and Risk Attestation need to be uploaded via the [Funded Agency Channel](#) by the due date. You can check your due date by logging on to the Funded Agency Channel and clicking on My Agency.

Annual General Meeting (AGM) – Once held, a copy of the AGM minutes must be forwarded to the Department. This must be completed no later than **30 days** following the AGM and emailed to Sigrun Mikula, Program Support Officer at mikula.elise.s@edumail.vic.gov.au (reconfirm email address each year).

COMMITTEE MEETING RESPONSIBILITIES:

1. Present monthly treasurer's report (detailed pack prepared by KALC, summary form prepared by treasure)
2. Present annual financial report at AGM (detailed pack prepared by KALC)

ESTIMATED WORKLOAD:

The estimated workload of the Treasure fluctuates however on average the following can be used as a guide:

- Initial Invoice Set up – 8 hrs
- Term Invoice Preparation – 4 hrs per term
- Term Invoice Reconciliation – 4 hrs per term
- Banking – 4 hrs monthly
- Meeting Preparation – 1 hr monthly

ASSISTANT TREASURER

OVERALL RESPONSIBILITIES

The Assistant Treasurer assists the treasurer as and when required, pays accounts.

DUTIES

Upon receiving invoices from either the Secretary, Treasurer, President, Committee Member or Teaching staff payment is arranged within the relevant trading terms. If necessary further investigating or confirmation is obtained to ensure that only appropriate accounts are paid.

In addition any appropriate expenses which have been paid by committee members or staff on behalf of the Pre-school is arranged to be reimbursed as soon as possible. Expenses must have relevant and appropriate receipts.

At the end of the month the accounts and expense summaries are provided to the Treasurer.

Estimated Workload

The workload of the assistant Treasurer can vary, however it generally averages 4-6 hours per month.

FUNDRAISING (4 POSITIONS)

Summary of Accountability:

Accountable and responsible for the fundraising and social requirements of Mentone Pre School.

OVERALL RESPONSIBILITIES

Organises fundraising events for the Pre School. Fundraising activities include the Bunnings BBQ, quiz night, raffles and other merchandise orders and activities as agreed on.

STAFFING RESPONSIBILITIES

Not applicable

MAJOR RESPONSIBILITIES

- 1 Attend monthly Committee meetings
- 2 Prepare monthly reports on activities and present to Committee
- 3 Prepare annual report for AGM
- 4 Attend Fundraising Committee meetings or participate by email/phone calls
- 5 Plan and co-ordinate fundraising and delegate jobs to committee members
- 6 Collect and record all monies raised. Liaise with Treasurer for banking of monies.
- 7 Liaise with Publicity Officer re Newsletter to keep families informed
- 8 Source donations from local businesses by way of mail outs and/or cold calling
- 9 Send Certificates of Appreciation to businesses and individuals that have donated goods.
- 10 Email Pre-School families to keep them informed of upcoming events or fundraisers.
- 11 Arrange-

- Bunnings Sausage Sizzle
- Family functions e.g. Easter BBQ fun day
- Christmas Party
- Memorabilia – Mother's Day, Father's Day,
- On-going fundraising as decided by fundraising committee

Estimated Workload

The workload of the Social & Fundraising Committee is on average 8 hours per month.

WORKING BEE COORDINATOR

SUMMARY OF ACCOUNTABILITY:

Accountable for active participation as a member of the committee.

OVERALL RESPONSIBILITIES

1. Organises tradespeople to repair and maintain kindergarten facilities and obtains quotes where necessary (no manual work required)..
2. Coordinates working bee dates and tasks with the teachers and committee (does not need to attend all working bees). Arranges for working bees to be publicised.
3. Supported by General Committee when required.

MAJOR RESPONSIBILITIES

1. To see the working bee schedule for the year - a minimum of one working bee per term.
2. To liaise with the Publicity Officer to ensure the working bees are publicised in the monthly newsletter, emails and posters in the kinder foyer and kitchen.
3. To liaise with the teaching staff and the Maintenance Officer regarding the tasks required before each working bee.
4. To confirm/ensure a member of the teaching staff/and/or committee will be in attendance at each working bee.
5. To ensure working bee attendance lists are shared with the Treasurer (for levy purposes).

Committee Meeting Responsibilities

- Contributes actively to committee discussion.
- Provides a report on working bee activities occurred.

Estimated Workload

One hour per week.

QUALITY OFFICER

Summary of Accountability:

The quality officer is accountable to the president and the Mentone Pre School committee.

OVERALL RESPONSIBILITIES:

1. Reviews and updates policies and procedures of the preschool as required. Liaises with the Nominated Supervisor on all policy changes. Is to report on the preschool's Quality Improvement Plan and organises the annual parent survey.
2. Assisted by General Committee when required.

STAFFING RESPONSIBILITIES:

1. Reports to the President and MPS Committee
2. Liaises with MPS committee members to form sub group to review policies/ procedures as required.

MAJOR RESPONSIBILITIES:

1. Maintaining Policy and Procedure Manual
2. Undertaking and collating Annual Surveys
3. Providing Annual Report
4. Preparing upcoming Parent Handbook
5. Clearing Suggestion Box

Duties:

MPS Policy and Procedure Manual

Keeping the MPS Policy and Procedure manual up-to-date throughout the year. As each policy requires review it should be circulated to a minimum of 3 committee members for comment and the proposed versions of the manual should be circulated to the staff and kindergarten community for feedback at least 14 days prior to a committee meeting. The policy is to then be formally approved at the next Committee meeting. There is a hard copy versions of the manual- in the foyer. Most policies are advertised through the MPS website-if these are altered the new version should be placed on the website (co-ordinated by the publicity officer). Some policies are advertised through the parent handbook- the most up to date wording should be used when compiling the parent handbook for the coming year.

The Quality Officer also acts as a resource for the Committee to highlight appropriate policies/procedures during discussion.

Undertaking Surveys

Under the National Quality Framework, early childhood providers should seek feedback from families as part of their continuous improvement (element 7.2.3). There are 2 surveys held yearly to gain feedback. Both surveys are done via an online survey conducted by www.kindersurveys.com.au (Felicity).

Mid-year survey should to be held during term 2. This allows changes to be made during each year if deemed necessary and also gives staff feedback prior to annual staff meetings.

End of year survey should be held 2.5 weeks prior to December hand over meeting to allow results to be passed on to new committee. The Quality Officer forwards the results to the Committee for consideration and discusses any feedback to improve on the services offered. (It will be provided to us as a report in PDF format).

Mentone Pre School Quality AGM Report

The annual quality report this document includes an overview of the year's activities, a suggested list of actions for the next year's Committee and all indicators in the Victorian Department of Human Services Checklist of Quality Indicators. The report is presented to the Committee for consideration at the handover meeting so that the new Committee receives an overview of the work done by the out-going Committee and receives recommendations for the coming year.

Parent Handbook

Each year Parents are given a handbook that covers practical issues re their child's attendance at MPS (e.g. Program structure, wearing sunscreen) and key policies and procedures (eg. Nut free policy, fees policy). The Quality Officer should note updates and changes throughout the year and the Committee needs to consider the contents of the book early in Term 4 so that the booklet can be compiled for the distribution at the AGM.

Suggestion Box

There is a suggestion box in the foyer, and a pigeon hole in the office. The Quality Officer clears these and any issues are taken to the Committee. Of course, any issue raised by members throughout the year are also taken to the Committee.

Committee Meeting Responsibilities:

Present monthly Quality Officer report

Estimated Workload:

The estimated workload of the Quality Officer fluctuates but on average about 3-4 hours per month.

PUBLICITY OFFICER

SUMMARY OF ACCOUNTABILITY:

Accountable and responsible for the publicity requirements of Mentone Pre-school

OVERALL RESPONSIBILITIES:

Prepares the monthly newsletter. Monitors and updates the website as well as Facebook.

Ensures that special events and working bees are well communicated and advertisements arranged as necessary. Compiles and arranges printing of the yearly information book for parents of enrolled children.

STAFFING RESPONSIBILITIES:

Not applicable

MAJOR RESPONSIBILITIES:

1. To coordinate, produce and distribute the monthly pre-school newsletter
2. To maintain and manage the Pre-School web site
3. To publicise kinder activities including working bees and fundraising/social events.
4. To coordinate any external advertising needs i.e. Open Day, AGM notifications in local newspaper
5. To coordinate updating and printing of the Information Booklet

ESTIMATED WORKLOAD:

The workload of the Publicity Officer is on average 6-8 hours per month.

Procedures – Publicity Officer

Advertising Open Days

Currently the Preschool advertises the May Open Day in the Mordialloc Leader newspaper.

About four weeks prior to the Open Day, email Tessa Pacetti tess@aprcreative.com.au with the date and time of the Open Day. Tessa will prepare the artwork and email it back to you.

Contact Leader Newspapers 9875 8333 to book the ad and email the artwork.

Banner

There is a banner sign stored at the Preschool which reads “Open Day this Saturday”. This can be attached to the front fence during the week prior to the Open Day.

Email Addresses

Access to website inboxes at [Gmail](#)

Each committee member needs to login using their email address (below) and the password will be given at the handover meeting. The email addresses are;

3 year old enrolments - 3yoenrolments@mentonepreschool.com.au

4 year old enrolments - 4yoenrolments@mentonepreschool.com.au

Media and PR - publicity@mentonepreschool.com.au

Events and fundraising - fundraising@mentonepreschool.com.au

Fees and payment - treasurer@mentonepreschool.com.au

Committee president - president@mentonepreschool.com.au

General enquiries – info@mentonepreschool.com.au

Meeting Items - secretary@mentonepreschool.com.au

Maintenance/Working Bee – maintenance@mentonepreschool.com.au

Newsletter

The preschool teachers will prepare a report for the Committee meeting each month. This forms the main content of the newsletter. Each teacher (3yo and 4yo) will email their report to the Publicity Officer following the committee meeting. It's also a good idea to email the Committee members following the meeting to check whether they have anything to add to the newsletter (e.g. social/fundraising, working bees etc.)

Paste all content into the newsletter template. Convert it to PDF format prior to emailing and uploading to the website. Email the newsletter to all families and teachers. Upload to the website (see below).

Website

To access the website: www.mentonepreschool.com.au/admin - the password will be supplied to you at the handover meeting.

All policies, once approved by the Committee, should be uploaded to the website.

Information Booklet

The information booklet needs be updated and reviewed once session times and other details have been finalised for the following year. The enrolment officers, secretary and quality officer will have input into updating the booklet. Once ready for printing, the booklet can be printed.

Once updated, a PDF of the booklet can be uploaded to the website.

4 YEAR OLD ENROLMENT OFFICER

ROLE DESCRIPTION: Liaises with the City of Kingston's central enrolment office, communicates with parents regarding enrolments for 4 year old sessions and finalises enrolments for the coming year and new enrolments through the year if places available.

TIME LINE

DECEMBER AFTER CHANGEOVER MEETING

You will be given a list of children in each group from the AGM which advises the days and times elected by the parents for the transition days in January the following year. Letters will be sent to those parents around 1st week of January the next year confirming transition days and times.

TERM 1

1st week in Jan

Send out letters to parents confirming transition days and times elected by them at the AGM (Annexure 1 attached)

If the parents were not present at the AGM, you are to allocate a day and time for them

- Council will advise you of any vacancies due to cancelled enrolments. If there are cancellations the Council will advise you of who you are to offer the next spot too. You are to call that parent and advise spot available, day and time etc and if they wish to have the spot, send Letter (**Annexure 2** attached) to them which encloses the Enrolment Form and requesting the \$100.00 kindergarten placement fee.

Mid February

- Request List from Council of the children who have enrolled for 4 year old kinder the following year
- Request List from the 3 year old enrolment officer for those children attending 3 year old this year
- Check names off lists and those children who are enrolled at 3 year old and haven't enrolled for 4 year old, send letters to them (**Annexure 3** attached).

END JULY

The Council will send you a letter to advise of a meeting time at the Council one evening in late July to discuss how procedures work in relation to 1st round offers, 2nd round offers etc. You will also need to complete a particular form that is enclosed in that letter back to the council which advises the council how many children will be repeating 4 year old kinder. Jenny Devlin will advise you of that information.

You are then given a list of "Allocated Names".

You then prepare your letter to those names on the Allocated List (**Annexure 4**) and send those out. In that letter you have indicated a time or times for which the parents can meet you with their completed Enrolment form and \$75.00 non-refundable Placement Fee. Note: You need to include a copy of the 4 year old enrolment policy in this letter.

If you do not hear from/see the parents at the allocated meeting time, you must telephone and chase them.

The council will give you a "cut off date" for the 1st round offers. You will then need to advise the council of how many who do not want the position and those that have decided to defer their position until the following year.

The Council will then give you the 2nd round offers for letters to be sent out.

This process continues unless THE THIRD MONDAY IN SEPTEMBER occurs first, which is the cut off date. All applications received by then will be allocated their preferred group UNLESS there are more applications in a particular group, then a ballot takes place.

END SEPTEMBER / EARLY OCTOBER

Groups to be allocated. Parents who did not obtain their preferred group are to be called to advise. If any parent stresses that they can only have their preferred group, then calls to be made to parents in that group to see if they can at all be flexible and take the other group. No guarantee of requested group to be guaranteed to the parent who didn't get their group.

OCTOBER

Send out reminder letters to parents re the Open Day and AGM date and time and that they will receive their group they have been allocated at the AGM (**Annexure 5**). **I usually email these to the parents.**

END OCTOBER/EARLY NOVEMBER

AGM takes place, usually on a Wednesday night and beginning at 7.30pm.

_____ January 20..

Mr & Mrs _____

ANNEXURE 1

Dear _____,

Re: Orientation Dates and Times

We are sure _____ will enjoy Mentone Pre-school this year.

Orientation sessions for you and your child are to be held on:

Your child is in the _____ Group.

A small number of children from the same group will also be attending at this time. This is an opportunity for the children to participate in some kindergarten activities while the parent/teacher orientation takes place which will include you filling out some paperwork.

To fulfill the regulations for the Children's Services Centre, it is necessary for parents to provide some information regarding their children. Please ensure you bring along the following information:

- Name, address and phone number of the family doctor
- Information of any allergies or health problems
- A copy of the full immunisation details of the child
- Emergency contact names and respective telephone numbers; and
- Pension / Health Care Card if applicable

If for any reason you cannot attend the sessions above, please contact the Pre-school to arrange another time.

Yours sincerely,

4 Year old Enrolment Officer

ANNEXURE 2

_____ January 20..

Dear _____,

We are pleased to be able to offer _____ a place at Mentone Pre-school for 20...

To confirm the enrolment and finalise our paperwork, please complete **Section A** of the enclosed form and return it to the pre-school immediately.

A non-refundable Placement Fee of \$100.00 is required when the child's enrolment is confirmed. Please place this form and the Placement Fee (cheque or money order please) in the "Fees Box" in the foyer of the kindergarten.

You will also need to provide one of the following documents as proof of date of birth: **Birth Certificate, Immunisation History Statement (HIS) – available from MyGov.**

Fees for *YEAR* will be \$XXXX.00 per term. There is an additional \$100.00 working bee levy to be paid term one. \$50.00 is reimbursed on attendance of one working bee at the pre-school throughout the year. _____, our Treasurer at the Pre-School, will forward a Tax Invoice to you shortly.

We confirm _____ will be in the _____ Group and the session times are as follows:

- _____

Please contact me should you have any further queries.

Yours sincerely,

4 Year Old Enrolment Officer

___ February 20..

ANNEXURE 3

Dear,

Our records indicate that you have not enrolled _____ for 4 year old kindergarten for 20... In order for enrolment to take place, I have attached a green City of Kingston Application for Enrolment Form. This form needs to be completed and sent directly to the Council along with the required deposit once _____ has turned 3 years old, if _____ hasn't already done so.

I suggest if you wish to secure a place at Mentone Pre-School you return the form as soon as possible as numbers are already filling up.

If you have any queries please do not hesitate to contact me.

Cheers

4 year old Enrolment Officer

Applicant Address

____ August 2010

Dear _____

Re: Offer of Position for 4 year old Pre-School at Mentone Pre-School in YEAR

We are pleased to be able to offer ____ a place at Mentone Pre-school for YEAR.

To confirm the enrolment, please complete either **Section A or B** of the *enclosed* form and return it to the Pre-School by no later than **MONDAY ____ AUGUST YEAR**. A non-refundable **\$100.00 Placement Fee** will need to accompany this form to secure your child's placement. Your child will not be allocated a place until the Placement Fee is paid. As proof of date of birth you will also need to provide a copy of one of the following documents: **Birth Certificate, Immunisation History Statement (available from MyGov)**

I will be at the Pre-School to issue receipts at the following times:

____ **August 2012** from ____ to ____

Or

____ **August 2012** from ____ to ____

If you are unable to attend, please contact me on _____ to discuss alternate arrangements.

Please note that you will not automatically be allocated your chosen session (either Sea Star or Penguin as per the enclosed Enrolment form). There are 22 positions in Penguins and 28 in Sea Stars. If more families request a specific group than is available, a ballot will take place as per the 4 year old enrolment policy, a copy of which is **enclosed**.

If you believe you should receive your preferred group due to special circumstances, as stated in the policy, you must write to the committee explaining these reasons **in detail before the third Monday in September being Monday, _____ September YEAR ("the cut off date")**.

Writing to the committee in no way guarantees your preferred group which is at the discretion of the committee on a case by case basis as per the policy. If both groups are undersubscribed at the cut off date, those applications received will be allocated their preferred group. If one group is oversubscribed at the cut off date, then a ballot for that group will take place as per the policy. Any enrolments received after the cut off date will be offered the undersubscribed group or if both groups are undersubscribed at that time, either group until that group has the 25 positions filled.

You will be advised which group you have been allocated at the Annual General Meeting held on **Wednesday the _____ November YEAR at 7.30pm**. Information and orientation dates for next year will be distributed on the night and we request at least one adult family member attends.

Currently fees for YEAR are \$XXX.00 per term. We are however, in the process of reviewing our fees. There is an additional \$100.00 kindergarten placement fee to be paid to secure your child's position. \$50.00 is reimbursed on attendance of one working bee at the Pre-School throughout the year.

Please contact me on _____ should you have any further queries.

Yours sincerely

4 Year Old Enrolment Officer

ANNEXURE 5

DON'T FORGET THAT....

THE OPEN DAY AT MENTONE PRE SCHOOL

Is this **SATURDAY XXXXXX**

from 10.00am to 12.00 noon

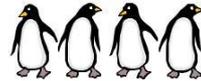
AND

our Annual General Meeting will be held on

XXXXXXX AT 7.30PM

at the Pre-School and our Guest Speaker will be _____

Information and Orientation dates for next year will be distributed at the AGM as well as being advised of your Session Group



or



There will also be a fantastic door prize at the Annual General Meeting

SEE YOU THERE

3 YEAR OLD ENROLMENT OFFICER

Communicates with parents regarding enrolments, maintains a waiting list for the coming year, and finalises enrolments for 3 year old sessions for the coming year and new enrolments through the year if places are available. The tasks involved include:

- providing information to parents about Mentone Pre-School and the application process
- ensuring that appropriate advertising/promotion is undertaken for the Open Day in May
- receiving and processing applications
- coordinating offers/ sending documentation to successful and unsuccessful applicants

A log book is used to ensure that information for each child's application is recorded. This information must be handled in line with the kindergarten's Privacy Policy.

PROVIDING INFORMATION TO PARENTS

The information pack for parents includes: a summary of the 3 year old program and a covering letter explaining the application process. Parents may receive this information when they attend the kindergarten for a tour, on scheduled open days or on request. If the information pack is requested through the 3 Year Old Enrolment Officer the child's and parent's contact details are logged.

ADVERTISING/PROMOTION FOR OPEN DAY

The 3 year old enrolment officer should liaise with the publicity officer to ensure that appropriate advertising/promotion is undertaken for the open day in May. This advertising is essential given that there is a very short time during which applications are received and the public needs to be aware of this.

In the month leading up to the Open Day, the following type of advertising/promotion should occur:

- advertisement in the Leader newspaper;
- flyers put up on community noticeboards at local health centres, newsagencies etc...;
- flyers put up at local primary schools. Schools should be requested to put information into their school newsletters.

RECEIVING AND PROCESSING APPLICATIONS

Applicants must have turned three by the 31st January in the year that they attend 3 year old kinder.

Applications for the following year will be accepted over a two week period only. There will be an Open Day on the 2nd Saturday in May at which applications will be received. Applications will also be accepted for a two week period after this. Any applications received after the official closing date will be placed at the bottom of the waiting list.

Applicants will be processed strictly according to the criteria set out in the **3 year old enrolment policy** guidelines. A preference/balloting system is used to determine successful applicants.

Applications received at the Open Day should be receipted immediately and an acknowledgement letter and information pamphlet given to parents. Receipts, letters and information will need to be sent to people whose applications are received over the subsequent two weeks.

A **\$10 application fee** is payable at the time of application. Application forms cannot be accepted without this payment.

COORDINATING APPLICATIONS/LETTERS TO SUCCESSFUL AND UNSUCCESSFUL APPLICANTS.

Offers are usually posted mid-late July to coincide with offers from other local kindergartens.

There are 22 positions available for the 3 year old program. Each year two positions are held vacant for use by 4 year olds that may need to return to 3 year old kinder. **This means offers are made to fill 20 positions.** If not needed, these places will be offered to those on the waiting list at the end of term 1.

Any child that has a sibling who has attended Mentone Pre-School receives first preference; remaining applicants are processed based on the zone in which they live. If there are more applicants from any one zone than places available, applicants will be balloted to determine who will receive a place and then what position remaining applicants will be on the waiting list. The first 21 successful applicants are sent a letter of offer and the affirmation / cancellation form.

Unsuccessful applicants should be sent a letter which gives their position on the waiting list. The number of second round offers depends on the number of negative responses.

Parents are given a maximum of three weeks to respond with the completed forms and the \$100 placement fee. When all of these are received the child's name is added to the registration list; all details are logged and a receipt for the deposit is sent to the parents with information on the Annual General Meeting.

The registration list should be sent to the 3 Year Old Teacher and to the Treasurer who needs to check if any family has any outstanding debts (which may prelude the child from attending sessions).

After the AGM the transition/welcome letter and is sent to all parents.

If any position becomes available the parents of the next child on the waiting list should be offered the position and all the relevant documentation should be sent to them.

GENERAL COMMITTEE

ROLE DESCRIPTION:

Assists all committee members when required with special tasks and projects.

Help cater at the AGM and purchase Christmas gifts for the teaching staff and the preschool's neighbours.

SUMMARY OF ACCOUNTABILITY:

Accountable for active participation as a member of the committee.

OVERALL RESPONSIBILITIES

Attendance at, and participation in, committee meetings and to undertake various tasks as and when required or requested by the President.

MAJOR RESPONSIBILITIES

1. To attend committee meetings.
2. To provide a support function for all other committee members holding committee positions.
3. To act as a temporary replacement for committee members holding committee positions if such a position becomes vacant during the year.
4. General Committee members usually take responsibility for the purchase of annual gifts for the teaching staff (presented at the annual committee/staff dinner), and for the purchase of small gifts for each of the Pre-School's neighbours at Christmas time. They also usually help with catering at the AGM.

DUTIES

Administration and management

To be defined on an ongoing basis, as and when required or requested by members of the committee (e.g. social/fundraising events; general committee duties etc.).

Committee Meeting Responsibilities

Contributes actively to committee discussion.

Estimated Workload

Variable and subject to the ongoing requirements of the committee and kindergarten.

SOCIAL GROUP REPRESENTATIVE (3 POSITIONS)

ROLE DESCRIPTION: One family member from each group (Dolphin, Sea Stars and Penguins). Organises group specific family social activities each term (e.g. a play date, coffee morning or dinner) to ensure a welcoming feel within our preschool. The liaison between general committee, staff and parents as well as keeping in close contact with the fundraising committee to make sure parents are aware of upcoming events (for instance the welcome picnic, quiz night and other fundraising activities).

SUMMARY OF ACCOUNTABILITY:

Accountable for active participation as a member of the committee.

OVERALL RESPONSIBILITIES

Attendance at, and participation in, committee meetings, to act as a liaison between the committee and the parents and to undertake various tasks as and when required or requested by the President.

MAJOR RESPONSIBILITIES

1. To attend committee meetings.
2. To communicate between the committee and the parent group as a whole regarding important information, fundraising and social events and other information as relevant
3. To provide a support function for all other committee members holding committee positions.
4. To act as a temporary replacement for committee members holding committee positions if such a position becomes vacant during the year.

DUTIES

Administration and management

To be defined on an ongoing basis, as and when required or requested by members of the committee (e.g. social/fundraising events; general committee duties etc.).

Committee Meeting Responsibilities

Contributes actively to committee discussion.

Estimated Workload

Variable and subject to the ongoing requirements of the committee and kindergarten.