Governance Policy

1 Purpose and Scope

1.1 This policy outlines the governance framework for Ashgrove West Pre-School Centre Incorporated (**AWPS** or **the Centre**), including the structure, roles, and responsibilities of the Management Committee and its relationship with the Centre's operational leadership.

1.2 This policy ensures compliance with the Education and Care Services National Law and the Education and Care Services National Regulations (together, the **National Law**), in particular Regulation 168(2)(l), and the *Associations Incorporation Act 1981* (Qld).

1.3 This policy applies to all members of the Management Committee, the Director, and other persons involved in the governance and management of the Centre.

2 Legal Structure

2.1 AWPS is an incorporated association registered under the *Associations Incorporation Act 1981* (Qld).

2.2 The Centre operates as a C&K (Crèche and Kindergarten Association Queensland) affiliated kindergarten, and as such is subject to the requirements and guidelines of C&K in addition to the National Law and Regulations.

2.3 President of the Management Committee of the Centre is the Approved Provider for the purposes of the Education and Care Services National Law.

3 Management Committee

3.1 The Centre is governed by a volunteer Management Committee comprising parents and guardians of children enrolled at the Centre.

3.2 The Management Committee is responsible for the overall governance, strategic direction, and financial management of the Centre.

3.3 Office-bearer positions on the Management Committee include (at a minimum) President, Secretary, and Treasurer, as provided for under the Centre's Rules. Additional positions (including a Vice-President and other portfolio roles) may be established as determined by the Management Committee from time to time.

3.4 The Secretary is appointed or elected in accordance with the Rules and may or may not be a member of the Management Committee.

4 Election and Annual General Meeting

4.1 Management Committee members are elected at the Annual General Meeting (AGM) held in accordance with the Centre's Constitution/Rules (**Constitution**) and the *Associations Incorporation Act 1981* (Qld).

4.2 All financial members of the association are eligible to nominate for and vote in Management Committee elections.

4.3 The AGM must be held within six months of the end of each financial year.

4.4 The association's financial year ends on 31 December each year, in accordance with the Rules.

4.5 Casual vacancies on the Management Committee may be filled by appointment in accordance with the Constitution.

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5 Decision-Making and Quorum

5.1 The Management Committee must meet regularly to discharge its governance responsibilities. Meetings must be held at least once every 4 months, as required by the Rules, and the Management Committee will aim to meet at least once per term during the operating year.

5.2 A quorum for Management Committee meetings is as specified in the Centre's Constitution.

5.3 Decisions are made by simple majority of members present and voting, unless the Rules require a special resolution. In the event of an equality of votes at a Management Committee meeting, the question is decided in the negative in accordance with the Rules. There is no casting vote at Management Committee meetings.

5.4 Minutes of all Management Committee meetings must be recorded, approved, and retained in accordance with the Centre's record-keeping obligations.

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6 Conflicts of Interest

6.1 Management Committee members must declare any actual, perceived, or potential conflicts of interest at the earliest opportunity.

6.2 A member with a conflict of interest in relation to a matter must not participate in discussion or voting on that matter, and must absent themselves from the meeting while the matter is considered, unless the remaining members resolve otherwise.

6.3 All declarations of conflict of interest must be recorded in the meeting minutes.

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7 Delegations of Authority

7.1 The Management Committee may delegate operational authority to the Director and Nominated Supervisor for the day-to-day management of the Centre.

7.2 Delegations must be documented and clearly specify the scope, limitations, and reporting requirements associated with the delegation.

7.3 The Management Committee retains ultimate responsibility for the Centre's compliance with the National Law and Regulations, regardless of any delegation.

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8 Regulatory Obligations

8.1 As the Approved Provider, the President of the Management Committee is responsible for ensuring the Centre complies with all obligations under the Education and Care Services National Law and Regulations.

8.2 The Management Committee must ensure that a Nominated Supervisor and Responsible Person are appointed and meet the requirements of the National Law.

8.3 The Management Committee must ensure that all required notifications are made to the regulatory authority within the prescribed timeframes.

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9 Record Keeping and Minutes

9.1 The Secretary (or delegate) must ensure that accurate minutes of all Management Committee meetings, general meetings, and AGMs are recorded and securely stored.

9.2 Records must be retained for the periods required by the *Associations Incorporation Act 1981* (Qld) and the Education and Care Services National Regulations.

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10 Financial Oversight

10.1 The Management Committee is responsible for the financial management and sustainability of the Centre.

10.2 The Treasurer must ensure that proper financial records are maintained, that the Centre's accounts are audited or reviewed annually as required, and that financial reports are presented at each Management Committee meeting and at the AGM. In particular, the Treasurer must provide financial statements to the Management Committee within 30 days after the end of each school term (including the association's balance sheet, year-to-date profit and loss statement, cash and bank account balances, and a reconciliation of year-to-date expenditure against the approved budget). The Management Committee must review and approve the proposed budget for the following financial year as soon as possible, and no later than 60 days, after the end of each financial year.

10.3 Expenditure and financial commitments must be approved in accordance with any delegations of authority and the Centre's Constitution.

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11 Reporting Obligations

11.1 The Management Committee must ensure that all required reports are submitted to the regulatory authority, the Office of Fair Trading (Qld), C&K, and any other relevant bodies within the prescribed timeframes.

11.2 This includes annual returns, financial statements, notification of changes to key personnel, and any other reporting obligations under the National Law, Regulations, or the *Associations Incorporation Act 1981* (Qld).

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12 Policy Review

12.1 This policy will be reviewed by the Director and Management Committee annually, or earlier if significant changes occur in legislation, regulatory guidance, or organisational requirements.

12.2 Any updates to this policy will be communicated to staff, and families as appropriate.

Date of adoption: **21/07/2026**

Date of next review: **21/07/2027**