

ATTACHMENT 1

BACKGROUND, DEFINITIONS, SOURCES AND SERVICE POLICIES

BACKGROUND AND LEGISLATION

Background

The governance of an organisation is concerned with the systems and processes that ensures the overall direction, effectiveness, supervision and accountability of all its service. Members of the Shine Bright Board are responsible for setting the directions for Shine Bright 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 their services.

Previously building owners (mainly councils) have had to rely on our Service Strategic Plans (now called Operational Capital Plans) to know what projects we would like to action. These projects may or may not make it into the Councils Budget for the proposed year. With our Shine Bright Capital Budget we will liaise with councils to establish what will be budgeted for, when it will occur and who will pay for it.

Shine Bright have individual service Strategic Plans (now called Operational Capital Plans) for each of its services and budgeting was completed for each individual service. At the end of each financial year if the service had left over/surplus funds these funds could be used by the service to access through their own individual services strategic plan. This system worked well for some services whose programs were at capacity enrolment, however small rural services with low enrolments often suffered as they were often over budget in their spending and had no surplus funds. Service were not on equal footings.

Our new Capital Budgeting procedure will be equitable for all services ensuring high quality service provision for all Shine Bright services. It will provide forward planning and guidance to all services in relation to developing strategic culture and direction and will ensure Shine Bright are being open and transparent in making equitable decisions across its services in relation to capital budgeting.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *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

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.

Capital Budgeting: Capital budgeting is a step by step process that organisations use to determine the merits of an investment project.

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).

Operational Capital Plans (formerly known as Service Strategic Plans): a tool which helps each service detail their quality improvements, specifically where additional funds are required which are not catered for in their normal operational budget. These plans are put together by the service Nominated Supervisor, Educational Leader, Teachers and Educators and in conjunction with their Early Years Advisor and in consultation with their Parent Advisory Group. The plans have three purposes.

- To capture the identified areas of improvement in the Quality Improvement Plan (QIP), if they are of a capital nature. To ensure these are accounted for and outcomes are determined. Planning for the implementation of the improvements e.g. dates and how they are to be funded.
- Accountability to the building owner under our lease arrangements e.g. maintaining the building for fit for purpose and in good working order. To capture any required capital maintenance e.g. painting, gutter replacement etc.
- Ensuring that capital maintenance and purchasing are transparent to all stakeholders e.g. building owners services, and parent advisory groups

Quality Improvement Plan (QIP): a self-assessment tool required by the National Regulations. Each service is to have a Quality Improvement Plan (QIP).

A Quality Improvement Plan must:

- Include an assessment of the programs and practices at the service against the National Quality Standard and National Regulations
- Identify areas for improvement
- Include a statement about the Service's philosophy.

Service Improvement Plan (SIP): is a Department of Education and Training (DET) requirement for all Early Year Managers (EYMs) to ensure that they regularly reflect on organisational practices and implement practice improvements to strengthen service delivery, in alignment with the EYM outcomes. The SIP dovetails with EYM's own quality assurance programming processes which are articulated in their Strategic Plan. The SIP presents a cohesive picture of the organisation's quality improvement program and draws on or links with service specific issues identified in service Quality Improvement Plans.

Strategic Plan: Strategic Planning is a process in which Shine Bright Board, Management and Leaders determine their vision for the future and identify their goals and objectives. The process also includes establishing the sequence in which goals should fall so that Shine Bright is enabled to reach its stated vision.

Shine Bright quality standard:

Shine Bright aims to have the following Quality Standards in place across all services:

- Internal and external painting maintained to acceptable standard,
- Amenities in good working order which are well maintained and cared for by children and staff,
- Adequate shade in line with our Sun Protection Policy,
- Grounds that are well presented (including term breaks),
- Internal and external equipment that is well cared for and fit for purpose,
- Flooring which is well presented and has smooth even surfaces,
- Adequate internal and external storage/shedding including 'Loose Parts',
- Appropriate office space and equipment so staff can work effectively,
- Inside activities will not be limited to inside spaces and will be available outside too and for indoor and outdoor spaces to cater for flexible use i.e. activities can be planned for any area,
- Nature will be brought indoors,
- Inviting play spaces will be crated indoors and outdoors for small and large groups of children and activities will not be limited to table top activities,

It is important that all staff and children are actively involved in caring for their kindergarten; taking ownership is an important part of developing our Shine Bright Community.

SOURCES AND RELATED POLICIES

Sources

- LMPA/Shine Bright Strategic Plan
- LMPA/Shine Bright Service Improvement Plan

Service Policies

Child Safe

Environmental Sustainability

Family Involvement

Governance and Management of the Service

Healthy Eating, Oral Health and Active Play

Inclusion and Equity

Occupational Health and safety

Relaxation and Sleep

Staff Health and Wellbeing

Sun Protection

Supervision of Children

Water Safety