



(For you to keep as a reference)

The Governance and Management of Te Kaingānui Co-operative Early Education INC

Empowering learners in a Co-operative community **Whakamanahia ngá ákonga ki roto i te whanau kotahi**

Te Kaingānui is committed to and works within the following:

- The United nations Convention on the rights of Children
- The Early childhood regulations 2008
- The Privacy Act
- The bill of Rights
- Occupational Safety and Health act
- The Code of Ethics for Registered Teacher's
- Te Whaariki the early childhood curriculum
- Te Kaingānui Constitution
- Te Kaingānui Annual and Strategic Plan
- The Policies and Procedures of Te Kaingānui

Why do we have a governance committee? Te Kaingānui is a co-operative, this means that that the members of the co-operative (parents of enrolled children) have overview of the centre.

The governance committee is elected annually at the AGM to represent the wider parent body in making decisions regarding the direction and management of TK as both a business and as a provider of quality childcare and education.

What is governance? Governing is the responsibility for the long term health and prosperity of the centre. It includes designing and putting into words a vision of what your service will be like now and in the future. Making sure your service will provide high quality early childhood education for children in two years, five years, ten years and beyond. It is long term projects or issues rather than day to day matters.

A job description for governing:

When you govern you should always ask yourself; "is what I am doing going to make the service better for the future".

The job includes

- Having an understanding of the constitution of Te Kaingānui EEC co-operative Inc
- Setting the direction for the future
- Setting performance targets
- Developing and following through on policies

- Making sure the centre has capacity by way of staff, premises/equipment and money to do the things you would like to do
- Exercising control by measuring performance against the targets you have set
- Understanding the risks the service might incur and having a plan to minimise them
- Regular reporting

At governance committee meetings you must

- Exercise a duty of care (this is defined as “The standard of care which an ordinary man might expect to take on his own behalf”)
- Act honestly
- Do not use your position to gain advantage (your responsibility is to the service and you must not try to gain personal benefit)
- Comply with legislation
- Comply with the Ministry of Educations requirements
- Act in the best interests of the service at all times.

What you are responsible for when you govern

- Making sure the service provides quality education for children so that families will chose your service
- Making sure your service meets the needs of families, both now and in the future, the community, staff, the ministry, the education review office and other interested parties
- Meeting all your responsibilities on time all the time
- Defining the purpose, values/beliefs and aims of the centre
- Developing written policies and procedures
- Preparing and reviewing the statement of philosophy
- Reviewing progress and responsibilities as described in the long term plan
- Ensuring that your service keeps families and the community informed and involved.

Taken from the Ministry of Education booklet “Governance and Management for community based early childhood education” The full booklet is available hard copy in the parent library or from the web www.lead.ece.govt.nz/ management information/governance and management.

The governance group of Te Kainganui EEC Co-operative consists of

The Chairperson: Is the recognised spokesperson for the society, leads the governance group, runs the meetings and takes the lead role in any dispute that may arise for example personnel issues, parent complaints etc

The Treasurer: Attends meetings, reads the financial report provided by the financial administrator and takes the lead in all financial matters. Works in conjunction with and has overview of the financial administrator. We would prefer someone with knowledge of (or a desire to learn) how small businesses run.

The secretary: Attends all meetings, takes and prepares the minutes. Signs grant applications and other paperwork on behalf of the governance group/committee.

Committee member/s: Attends meetings, provides opinions and help as needed.

Supervisor/person responsible: Attends meetings, provides a report on the day to day running of the centre; how the co-op is meeting its annual and strategic plan. Provides the governance group with an understanding of the ECE regulations and requirements.

Assistant Supervisor: Attends all meetings, generates discussion on policies under review with the full parent body then provides a report on the policy review to the governance group.

A Quorum: A minimum of 4 voting members must be present in order for any decisions to be voted on and passed.

Attendance at meetings: Governance/ Committee meetings are for those elected or appointed to provide governance. Parents/Whanau and other interested parties may attend but do not automatically have speaking rights and are not entitled to vote.