



**WAVERLEY MEADOWS PRE-SCHOOL
COMMITTEE MANUAL
2021**

(Draft)

Prepared October 2020

Waverley Meadows Pre-School Committee Manual 2021

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1. WAVERLEY MEADOWS PRE-SCHOOL PHILOSOPHY

1A **PHILOSOPHY**

Waverley Meadows Pre School's child-centred pedagogy is inspired by the Reggio Emilia approach to early learning. We believe in providing the best possible outcomes for children and families within our centre.

Children are strong powerful contributors to their own learning. They learn best with 'hands on' active learning, and through collaboration and communication with peers, adults and their environment. We create an environment that supports a sense of wonder, experimentation, thinking and socialisation, is connected with nature and culture, and is aesthetically pleasing.

Our programs are based on the Victorian Early Years Learning and Development Framework and its guiding principles, practices, and outcomes. Educators develop and design programs based on input from children, families and educators' own professional knowledge.

Our programs give children opportunities to practice and consolidate their skills in key learning areas including: language and literacy; creative and expressive arts; mathematics; science; and social and emotional development. We are flexible, respond to the evolving nature of early childhood education, and provide for different learning styles.

Our philosophy should evolve as we gain new insights and evaluate our practice. So we will review our philosophy annually.

1B **STATEMENT OF PRINCIPLES**

Children

We believe:

- children are competent, capable, resourceful, curious, imaginative, unique and inquisitive people.
- it is essential for children to enjoy childhood, to laugh, to have fun and to embrace each moment.
- in different ways and opportunities to learn through a variety of active (sensory and motion based) learning strategies.

We aim to:

- provide connections to, and a life-long love of learning.
- foster enquiring minds.
- provide stimulating environments, time and space for the children to explore and learn through self directed, self selected and play based experiences independently or with peers.
- facilitate small and large group experiences where children can discuss, express, debate, reflect upon and investigate their thoughts and ideas.
- develop ongoing resilience.
- provide a safe and trusting environment where children's voices are respected through interactions with peers, educators and their environment.
- deliver a variety of learning spaces and experiences where the children can play for long periods of uninterrupted time and provide materials and resources both natural and man-made.
- encourage the children to explore, experiment and investigate all possibilities in their environment.

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- encourage parents and families with skills, interests and hobbies to feel comfortable and respected to contribute to the development of our educational program.
- provide a developmentally appropriate program where the children can move between indoor and outdoor programs, in recognition of the various learning styles within children at our centre.

Families

We believe:

- parents/families are most influential and are the children's first educators and know them best.
- communication, trust and respect form the basis of strong partnerships between families, children and educators.
- family participation is integral in providing a high quality program that promotes best outcomes for the children of the centre.

We aim to:

- develop relationships with families that are collaborative, effective, reflective and respectful of their culture.
- promote two-way communication through informal conversations, formal discussions with families via parent/teacher meetings, children's learning journals, portfolios and daily communication diaries so parents can stay informed and involved in their child's learning and development.
- share and display documentation that makes children's learning visible and promotes sharing each child's individual learning journey to families and their wider community.
- ensure families have a variety of access opportunities to become involved in our kinder community. this includes volunteering to be on the committee of management, participation as a parent helper, attendance at special occasions and community working bees, or sharing a specialist skill/interest/knowledge with children and educators.

Educators

We believe:

- educators need to provoke ideas, problem solving and conflict resolution.
- educators need to document children's progress via notes, jottings, video, audio, photos and learning stories.
- educators need to foster the connection between home, school and community.
- that each educator brings fundamental, personal qualities to the kinder environment such as empathy, respect, warmth and a passion for learning.
- creating an environment where personal and professional contributions are valued is important.
- that communication should be open and confidentiality must be maintained.

We aim to:

- be reflective educators who work collaboratively with each other, the children and their families.
- not always provide the solution but encourage curiosity and wonder in their own learning.

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- find a balance between being in the moment, yet also able to follow national and state guidelines to observe, analyse, extend, document and share children's learnings through individual child's records and documentation in the kindergarten.
- embrace the importance of continual learning as educators through professional reading, professional development activities and dialogue with other professionals.
- model and teach children to respect and care for the environment property and living things.

Community

We believe:

- we must strive to be a centre of excellence for early childhood education within the community.
- our community provides learning opportunities for the children of our centre.

We aim to:

- ensure we operate within the guidelines set down by governing and professional bodies and evaluate our centre goals and programs regularly.
- have strong connections to our local community through routine visits to local primary schools, shops, local parklands and inviting local specialists into our program.

The program

Our program recognises the needs of individual children whilst working within the Early Years of Learning Development Frameworks.

We believe:

- children learn best with "hands on" active learning. children also learn through collaboration and communication with peers, adults and their environment.
- a motivating and nurturing environment has the potential to stimulate imagination, promote creativity and enhance each child's individual wellbeing.
- children need opportunities to practice and consolidate their skills in key learning areas including:
 - language and literacy
 - creative and expressive arts
 - mathematics
 - science
 - social and emotional development.
- an equitable, just and democratic learning environment is important.

We aim to:

- create an environment that supports a sense of wonder, experimentation, thinking and socialisation, is connected with nature and culture, and is aesthetically pleasing.
- implement a flexible program that responds to the evolving nature of the early childhood environment. and provides for different learning styles.
- observe children and document their work, to assess and demonstrate each child's learning.
- use both indoor and outdoor environments to encourage children to observe, explore, investigate, imagine, make choices, take calculated risks and problem solve.
- support children in expressing their feelings, desires and frustrations. We will demonstrate pro social behaviours to children using strategies that build self-esteem and confidence.

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Nature Kindergarten

Nature / Forest / Bush kindergartens reflect growing recognition and research that children's sedentary lives negatively affect children's social, physical and mental health.

We believe:

- a 'nature kindergarten' exposes young children to natural outdoor settings where they can play, explore and experience natural systems and materials. Engaged outside in all types of weather, children and educators investigate natural phenomenon and learn about where they live.

We aim to:

- facilitate a closer connection with nature.
- encourage a community that values and participates in nature based activities more regularly.
- inspire a healthier and more environmentally aware community.
- develop a well-connected and cohesive community.
- foster creative, independent and resilient children.

2. ROLE OF THE COMMITTEE AND COMMITTEE CODE OF CONDUCT

2A **ROLE OF THE COMMITTEE**

- The Waverley Meadows Pre-school Management Committee is elected annually to represent and act on behalf of all parents who use the service and is delegated power to oversee the management of all issues relating to the pre-school.
- The committee is the legally constituted body that administers and manages the service according to the constitution, statutory and other requirements.
- The constitution is the statement of purpose of the service, together with standard rules that govern how the committee operates. Please refer to the constitution for full details.
- The roles within the committee are clearly outlined and defined in the job descriptions, which are reviewed annually and updated as required.

2B **CODE OF CONDUCT FOR COMMITTEE MEMBERS**

- No committee member has individual authority or power being a member of the committee, unless it has been specifically delegated; only the committee as a whole can take actions or make decisions unless otherwise agreed and recorded in the minutes.
- No committee member must use his or her position to gain advantage in other relationships with the organisation or other agencies.
- The committee recognises that it administers a body funded by public money. It therefore recognises the need to ensure that its proceedings are properly conducted and open to public scrutiny (while recognising the need to be confidential and comply with the pre-school's privacy policy where individual users and staff are under discussion).
- All committee members however elected or appointed recognise that they are accountable to the members of the association. All committee members have a duty to consider the significance of any decision for the members of the association and where possible to seek their view in relation to issues that come before the committee and to ensure that committee decisions are reported back to them.
- All committee members are of equal standing.
- All committee members are appointed, and should act, for the good of the organisation, whatever the basis of their appointment.
- Committee members will attend meetings punctually and be well prepared, having read the agenda and supporting papers, and having considered the contribution they may on agenda items.
- Committee members will treat all information presented as confidential unless otherwise specified by the committee.
- Committee members accept collective responsibility for the decisions of the committee.

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- Committee members will consider what individual skills, personal qualities and knowledge they have, and put them to use for the good of the organisation.

Refer Appendix 1 Committee Members Declaration to be signed by each committee member at the Annual General Meeting or at the first General Meeting upon election each year.

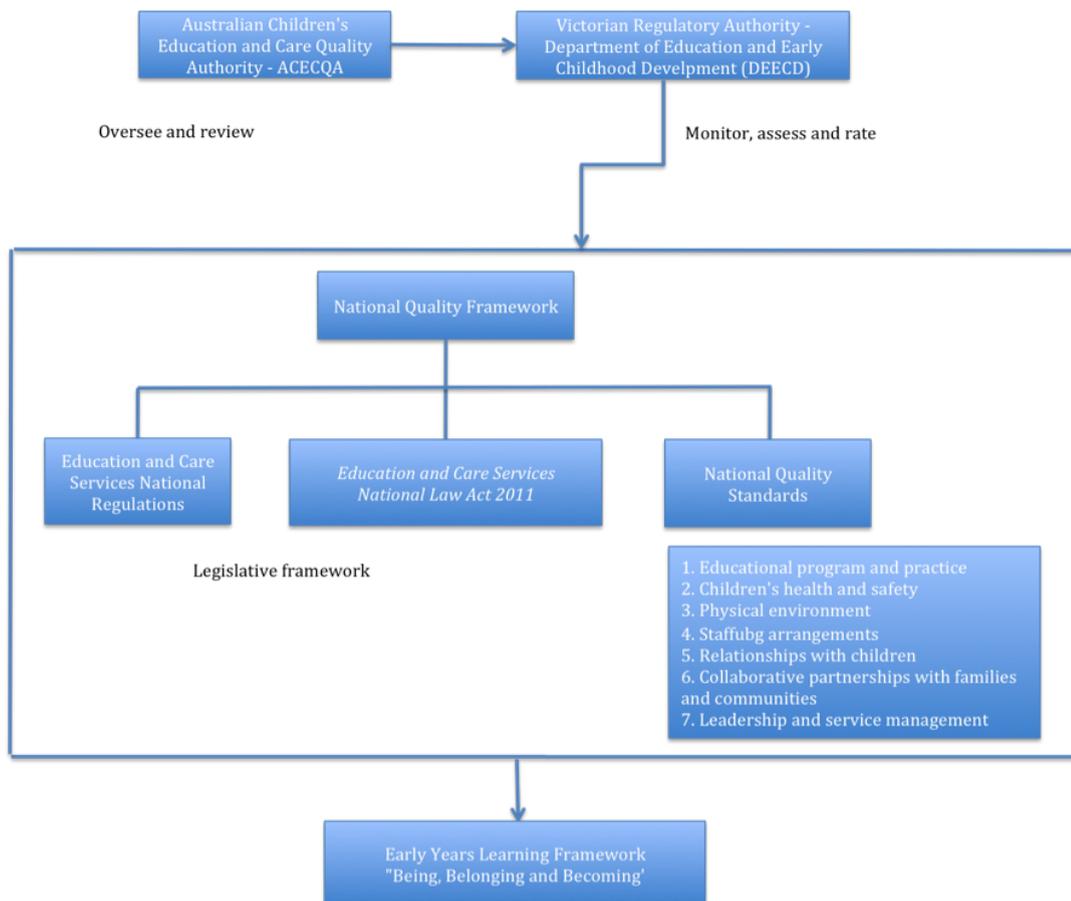
3. COMMITTEE GOVERNANCE FRAMEWORK

Waverley Meadows Pre-school has a voluntary committee of management that administers and manages the centre.

LICENCE AND OPERATION

Waverley Meadows Pre-school is regulated by the Department of Education and Early Childhood Development Authority (DEECD). Kindergartens across Australia must meet the requirements of the National Quality Framework. This framework was established by the Commonwealth Government body called the Australian Children’s Education and Care Quality Authority (ACECQA). ACECQA oversees changes to early childhood education and ensure implementation of a consistent framework across the states.

The State Government bodies such as DEECD are responsible for monitoring, assessing and rating the pre-schools compliance with the National Quality Framework which includes the Education and Care Services regulations and act together with the National Quality Standards. The new legislation replaced the *Children's Services Act 1996* and regulations together with the *Children’s Wellbeing and Safety Act 2005*.



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STAFF REGULATIONS

A number of agreements cover staff in the early childhood sector, but most assistants (including activity group leaders) and teachers (including preschool field officers and preschool advisers) are covered by the Victorian Early Childhood Teachers and Assistants Agreement (VECTAA 2009). Staff at Waverley Meadows Pre-School are covered by VECTAA.

4. COMMITTEE 2020

2020 Committee

Role	Name
President	Georgia Rudzki
Vice President	Corinne Molloy
Treasurer	Laura Mather
Secretary	Shona Achilles
Enrolment Officer	Nicki Rutherford
Enrolment Officer	Diana Mercuri (Tonelli)
Fees Officer	Helena Wildenberg
Maintenance	Kimjan Achilles
Maintenance	Richard England
Maintenance	Dave Maierhoffer
OH&S Officer	Liz Villiers
Newsletter	Bec Cornell
Sustainability	Kimjan Achilles
Web Manager/IT Officer	Wilson Ma
Community Liaison Officer	Carla Wyllie
Quality Improvement Plan/Policies	Liz Villiers
Uniform Officer	Jessica England
3 yr old rep	
D4 Rep	Maria Keogh

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4 yr old rep	Kristy Beard
Fundraising Team 1 :	Kara Manzo
	Jai Manzo
Fundraising Team 2 :	Jacqui Malcolm
	Lili Zhang
Fundraising Team 3 :	Wendy Yue Xie
	Kai Ying

4b Committee meeting dates 2020

Sunday 2nd February, 9-11am - Working Bee
Monday 10th February 2020, 7.30pm
Monday 16th March 2020, 7.30pm
Monday 20th April 2020, 7.30pm
Monday 18th May 2020, 7.30pm
Monday 15th June 2020, 7.30pm
Monday 27th July 2020, 7.30pm
Monday 17th August 2020, 7.30pm
Monday 14th September 2020, 7.30pm
Monday 19th October 2020, 7.30pm
Monday 16th November 2020, 7.30pm - Annual General Meeting
Monday 23rd November 2020, 7.30pm - Committee Handover Meeting

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2021 Committee

Role	Name
President	
Vice President	
Treasurer	
Secretary	
Enrolment Officer	
Enrolment Officer	
Fees Officer	
Maintenance	
Maintenance	
Maintenance	
OH&S Officer	
Newsletter	
Sustainability	
Web Manager/IT Officer	
Community Liaison Officer	
Quality Improvement Plan/Policies	
Uniform Officer	
3 yr old rep	
D4 Rep	
4 yr old rep	

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Fundraising Team 1 :	
Fundraising Team 2 :	
Fundraising Team 3 :	

4b Committee meeting dates 2021

Sunday, 9-11am - Working Bee
Monday 15th February 2021, 7.30pm
Monday 15th March 2021, 7.30pm
Monday 19th April 2021, 7.30pm
Monday 17th May 2021, 7.30pm
Monday 21st June 2021, 7.30pm
Monday 19th July 2021, 7.30pm
Monday 16th August 2021, 7.30pm
Monday 13th September 2021, 7.30pm
Monday 18th October 2021, 7.30pm
Monday 15th November 2021, 7.30pm - Annual General Meeting
Monday 22nd November 2021, 7.30pm - Committee Handover Meeting

5. JOB DESCRIPTIONS

5A PRESIDENT

Policy statements

The President represents, manages and oversees all activities of the committee. The President acts as a liaison point for staff, committee members, parents and external bodies involved in ongoing pre-school management.

Job description

The President:

- o chairs committee meetings, ensuring decisions are made in a constructive way
- o coordinates meetings with committee, staff and parents as necessary
- o liaises with the staff on behalf of the committee:
 - o fosters positive relationships between staff, the committee and the pre-school community
 - o liaises with the Educational Leader about any issues that need addressing
 - o liaises with the Educational Leader about staff appraisals
 - o prepares annual staff contracts
- o liaises with Monash Council and the community.
- o in consultation with the Educational Leader ensures the pre-school is aware of and fulfils the requirements of the:
 - o *Education and Care Services National Law Act 2010*
 - o Education and Care Services National Regulations
 - o Department of Education and Early Childhood Development Funding Requirements
 - o Constitution
- o presents the Annual Report at the Annual General Meeting
- o contributes to the Quality Improvement Plan as necessary.

- o maintains key register
- o assists with other duties as needed
- o obtains and provides current Victoria Police Check - substitute such as VIT registration

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CALENDAR OF EVENTS

MONTH	ACTIVITY
February	<ul style="list-style-type: none"> · Confirm committee contact list for teachers and committee · Confirm monthly committee meeting dates for the year · Confirm AGM date (November) and December meeting for incoming committee members.
April	<ul style="list-style-type: none"> · Prepare quarterly report for pre-school newsletter · Sign off on DEECD data collection · Organise and conduct staff reviews with Educational Leader
May	<ul style="list-style-type: none"> · Review the pre-school's quality improvement plan (with teachers and committee)
June	<ul style="list-style-type: none"> · Check enrolments for following year and discuss program model and proposed budget based on enrolments - using the advice of Business Manager
July	<ul style="list-style-type: none"> · Prepare quarterly report for pre-school newsletter
August	<ul style="list-style-type: none"> · Review and prepare handbook (with teachers, fees officer, treasurer, social secretary and policy officer) · Identify committee vacancies for the following year · Prepare letter to parents about AGM and vacant committee positions · Sign off on DEECD data collection
September	<ul style="list-style-type: none"> · Prepare staff contracts for the following year (with staff) · Prepare committee nomination forms for the AGM
October	<ul style="list-style-type: none"> · Prepare quarterly report for pre-school newsletter · Ensure committee operational folders are updated (for handover to new committee members) · Prepare end of year report for AGM · Ensure other reports (teachers, treasurer, social secretary) are complete
November	<ul style="list-style-type: none"> · AGM · Ensure initial handover meetings are complete for new committee members
December	<ul style="list-style-type: none"> · Ensure all committee members who have been nominated as approved providers have current policy checks and WWC checks (if necessary) · Notify DEECD of changes in approved providers (if necessary)

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5B VICE PRESIDENT

Policy statements

The Vice President supports the President in managing the day to day operations of the pre-school.

Job description

The Vice President:

- o obtain and provide current Victoria Police Check
 - o liaises with parents and staff on behalf of the committee
 - o Maintain an open and clear line of communication between staff and management
 - o chairs meetings in the absence of the President
 - o must be aware of all the legislation, policies and procedures relevant to the pre-school
 - o prepares notices and advertisements for vacant staff positions as they arise
 - o schedules and organises interviews and participates in applicant interviews
 - o ensures appropriate records are maintained for all staff (including employment contracts, training and professional develop records, Working with Children Checks, police checks, qualifications)
 - o attends external meetings as necessary (for example, Early Learning Association Australia, Department of Education and Early Childhood Development)
 - o completes other tasks as may be required to assist the President.
 - o reviews and revises pre-school cleaning contract
 - o prepares and updates Executive Committee Manual Booklet (New document 2019)
 - o manages Kindergarten Information Management (KIM) enrolment system each term and as required as enrolments fluctuate
- (*KIM enrolment system is the database which governs the funding WMPS receives. Kindergarten Information Management)

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5c **TREASURER**

Policy statements

The Treasurer is responsible for maintaining the financial viability of the pre-school.

Job description

The Treasurer:

- o obtains and provide current Victoria Police Check
- o meets with the bookkeeper and Executive committee members in September to assist with the annual budget (Oct - Sept)
- o monitors actual expenditure against the budget during the financial year
- o reviews monthly financial statements (Profit/Loss, Balance Sheet) prepared by the bookkeeper and presents a simple report at monthly committee meetings
- o reviews the audited annual financial statements prepared by the bookkeeper and presents reports at the Annual General Meeting
- o acts as an authorised signatory on the pre-school accounts
- o provides financial information and advice to the committee and director as required.

This includes:

- o providing information required to comply with Government requirements (for example, the Financial Accounting Requirements required by the Department of Education and Early Childhood Development)
- o providing information to assist strategic decision making
- o provides advice to the committee on fees
- o Pays all invoices and keeps all invoices filed in monthly envelopes (to be filed away at Kinder in October)
- o regularly check the Charlie mailbox for any cash payments and mark them off in the record book
- o ensures all monies are banked in a timely manner
- o attends subcommittee meetings as necessary
- o contributes to the Quality Improvement Plan as necessary
- o submit Annual Information Statement with the ACNC (Australian Charities and Not for Profit Commission) in January of each year. Refer to Bookkeeper for financial details
- o monitor the teachers Kinder credit cards and ensure that the monthly top up continues to go
- o maintain a \$100 float (or more if needed) in the cash box to be used at Kinder events

The Treasurer is assisted by the:

- o Bookkeeper
- o Fees officer, who prepares and distributes fee invoices
- o Social Committee, who provide fundraising income and expenses each month.

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CALENDAR OF EVENTS

MONTH	ACTIVITY
January	· Review bank EFT limit
February	· Review and revise procedures for managing paying accounts, ordering supplies, supplying petty cash, etc
March	· Ensure DEECD financial accountability requirements (FARs) is completed and returned to DEECD (bookkeeper) · Financial accounts audited by Kevin Jessup (Chartered Accountant)
June	· Check enrolments for following year and discuss proposed budget based on enrolments
September	· Set fees for following year using prepared budget, in conjunction with bookkeeper and executive committee members · Meet with the bookkeeper and executive committee to plan the next year's budget
October	· Prepare end of year report for AGM
November	· AGM
December	· Ensure account signatories and online banking for Westpac are updated for new committee members

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5D **SECRETARY**

Policy statements

The Secretary keeps the records, attends to correspondence and coordinates communication within the committee, staff and parents.

Job description

The Secretary:

- o obtain and provide current Victoria Police Check
- o drafts and sends letters on behalf of the committee as necessary
- o regularly collects and distribute letters/mail
- o Consumer Affairs: If a new Secretary has been elected at the AGM, the outgoing Secretary must complete a *Change of Association Details Form (0409)* within 28 days.
- o Updates the MyCAV account within 14days of change of Secretary (you need to create your own personal MyCAV account to do this then transfer WMPS to you)
- o Update ACNC if any changes to the constitution are passed (this was updated in 2019)
- o organises meeting agenda and gives notice of meetings (including the Annual General Meeting)
- o records full and correct minutes of every resolution adopted by, and the names of people present at each committee meeting, annual general meeting and extraordinary general meeting
- o supports President with other tasks as necessary
- o contributes to the Quality Improvement Plan as necessary.
- o assists in updating Google Drive
- o assists in maintaining Committee Booklet
- o If the WMPS Constitution is silent on any matter refer to Associations Incorporation Reform Act 2012. <https://content.legislation.vic.gov.au/sites/default/files/2020-04/12-20aa017%20authorised.pdf>
- o manages and monitors committee member compliance to provide:
 - Current Working with Children Check
 - Signed WMPS Committee Code of Conduct Agreement

***The Secretary role is the single executive role which must be filled..**

It is a requirement under the *Associations Incorporated Reform Act 2012* that if the role is vacated for any reason it must be filled within 14 days.

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5E ENROLMENT OFFICER

Policy statements

The Enrolment Officers is responsible for coordinating enrolments at the pre-school - in conjunction with Monash Council.

They do this by following the procedures in our enrolment policy. As the first contact many parents have with the pre-school, the Enrolment Officer has an important public relations role in maintaining the viability of the pre-school.

Job description

The Enrolment Officer:

- o maintain a positive public relations role
- o liaise closely with the City of Monash Council
- o communicate with all prospective parents as required
- o follow the procedures of the enrolment policy
- o ensure there is a supply of enrolment and publicity materials available at the pre-school, and that the enrolment policy is on display
- o report to each committee meeting on the numbers of current registrations for 3 year old and 4 year old groups for the following year to assist with planning
- o ensures all materials are prepared for the parent information night and the transition programs
- o make specific group placements for 3 year old and 4 year old program after confirmation from council
- o distribute invoices for enrolment security deposits
- o maintain and update class lists as required and forwards lists to teachers and executive team
- o attend committee meetings and subcommittee meetings (as necessary)
- o contribute to the Quality Improvement Plan as necessary.

The Enrolment officer must:

- be aware of the enrolment policy
- be familiar with the pre-school program and be able to answer parents/carers questions
- keep notes of phone conversations, emails and letters as appropriate
- keep enrolment records.

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CALENDAR OF EVENTS

MONTH	ACTIVITY
January	· Notify sibling families children may not necessarily receive a place in the 3 year old Starfish group
February	· Collect forms from handbook—code of conduct declaration, signed fees policy summary, consent form to distribute personal details (follow up list to be placed at the sign in books)
March	· Review and monitor enrolments with information from Council
May	· Review enrolment process for the following year and ensure procedures are in line with the pre-school's enrolment policy · Remind families already at the pre-school to enroll siblings
June	· Check enrolments for the following year and discuss program model and proposed budget based on enrolments · Confirm with staff and families any children who may repeat (either 3 year old or 4 year old pre-school)
July	· Discuss any second year funding application requests · Distribute specific group allocations once families have accepted first round offers from the Monash Council.
September	· Ensure second year funding declaration form is completed for all children identified as requiring a second year of pre-school
October	· Ensure parents of children turning 6 during their funded year complete the required exemption form
November	· Discuss and plan orientation program for children attending the following year (with teachers)
December	· Prepare and distribute class lists to staff

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5F FEES OFFICER

Policy statements

The Fees Officer is responsible for preparing and issuing fee invoices and receipts.

Job description

The Fees Officer:

- o will follow the fees policy
- o prepares and issues invoices in the last week of the preceding term
- o collects fees from the fees box
- o follows up unpaid fees
- o contributes to the Quality Improvement Plan as necessary
- o provide reports at monthly committee meetings

CALENDAR OF EVENTS

MONTH	ACTIVITY
February	Collect term 1 fees as per policy guidelines
March	Follow up any unpaid fees as per policy guidelines
April/May	Collect term 2 fees as per policy guidelines
June	Follow up any unpaid fees as per policy guidelines
July	Collect term 3 fees as per policy guidelines
August	Follow up any unpaid fees as per policy guidelines
October	Collect term 4 fees as per policy guidelines
November	Follow up any unpaid fees as per policy guidelines

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5G **MAINTENANCE**

Policy statements

The Maintenance attends to all maintenance requirements and coordinate working bees.

Job description

The Maintenance:

- o attends to all maintenance requirements as requested by staff or the committee
- o organises tradespeople to carry out approved tasks (including organising quotes)
- o makes recommendations on quotes and works
- o coordinates working bees

CALENDAR OF EVENTS

MONTH	ACTIVITY
February	· Confirm working bee dates for the year · Update key register · Review and revise pre-school cleaning contract
March	· Term 1 working bee
May	· Term 2
August	· Term 3 working bee
November	· Term 4
December	· Discuss end of year cleaning requirements with staff · Organise list of tasks for parents to complete during final week · Discuss procedures for dealing with maintenance issues and emergencies over the holidays

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5H **OHS OFFICER -**

ROLE NOT CURRENTLY FILLED BY 2019 COMMITTEE MEMBER - ROLE TO BE APPOINTED FOR 2020

IN THE ABSENCE OF THIS ROLE BEING APPOINTED THE EXECUTIVE COMMITTEE ASSUME RESPONSIBILITY FOR THESE DUTIES.

Job description

- o ensures appropriate information, instruction and training for employees about occupational health and safety matters (for example, training on manual handling, storing hazardous substances, etc)
- o conducts a risk assessment as required
- o checks staff conduct regular safety audits (for example, daily and weekly checks of indoor and outdoor play areas)
- o organises regular safety checks for appliances (for example, electrical appliances)
- o ensures City Of Monash provide regular audit and maintenance to fire extinguisher, heater, exit pathways and locks
- o informs committee and staff of any changes in OH&S legislation and practices
- o chairs OH&S committee as necessary (for example, if an OH&S incident occurs at the pre-school)
- o contributes to the Quality Improvement Plan as necessary
- o maintains Materials and Safety Data sheets

OH&S COMMITTEE:

Members:

- Education Lead
- Educational Staff
- Executive Committee Members
- OH&S Officer (If appointed)

5I **WEB MANAGER**

Policy statements

The Web Manager maintains the pre-school's website.

Job description

The Web Manager:

- o maintains Google Drive
- o updates the website with current newsletters, handbooks, events and term dates
- o organises payment for web hosting (due in February each year)
- o assists with internet connection problems (where possible)
- o contributes to the Quality Improvement Plan as necessary.

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5J COMMUNITY LIAISON OFFICER

Policy statements

The Community Liaison Officer advertises Waverley Meadows Pre-School (WMPS), particularly for the annual open day, to encourage enrolments. Most activity occurs in April/May each year.

Job description

The Community Liaison Officer organises:

- o advertising boards
- o an advertisement in the 'education week' section of Waverley Leader newspaper (May)
- o displays at Wheelers Hill library, Brandon Park Shopping Centre and The Glen Shopping Centre
- o contributes to the Quality Improvement Plan as necessary.
- o organisation of advertising boards at front of kinder for special events through local real estate.

5L SUSTAINABILITY OFFICER

Policy statements

The Sustainability Officer works with the educators and committee members to investigate and implement sustainability and environmental practices into the kindergarten.

Job description

The Sustainability Officer ensures

- o the garden is watered throughout the year, as needed
- o the vegie patch is maintained
- o they liaison with educators and committee members about introducing and maintaining sustainability and environmental practices.
- o they attend committee meetings
- o completes Sustainability Audit (Term 2 & 4)
- o provides newsletter article/update each term

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5M QIP COORDINATOR

Policy statements

The QIP Coordinator is responsible for overseeing the ongoing management of the Quality Improvement Plan.

Job description

The QIP Coordinator:

- o oversees implementation of the QIP actions
- o updates the QIP as actions are completed (both hard and soft copies)
- o coordinates annual review of the QIP (April each year)
- o organises subcommittee meetings as necessary.

The Coordinator is a member of the National Quality Framework subcommittee, along with the president, vice president, educators and at least one general committee member. The subcommittee:

- o reviews regulations to ensure the WMPS has the latest versions (and obtains new Regulations as necessary)
- o assesses the preschool's performance in complying with the regulations
- o reviews preschools performance against quality area standards and elements.

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5N FUNDRAISING CONVENOR AND COMMITTEE

Policy statements

The Fundraising Convenor (along with the Fundraising Assistants and the Social Committee) plans and manages the fundraising and social events at the preschool. The funds raised supplement fees and government grants.

Job description

The Fundraising convenor:

- o coordinates the fundraising subcommittee, including meetings
- o develops the fundraising events for the year, along with the fundraising subcommittee
- o presents the fundraising events to the committee and reports on progress throughout the year
- o allocates an individual to organise each event
- o helps organise fundraising events throughout the year
- o is the contact for families with fundraising suggestions throughout the year.
- o liaises with the Treasurer about monies expended and received
- o prepares updates for the newsletter
- o liaises with committee about how fundraising monies are spent
- o contributes to the Quality Improvement Plan as necessary.

The Fundraising Convenor is not responsible for organising all events. The position is assisted by the fundraising committee.

CALENDAR OF EVENTS

MONTH	ACTIVITY
Term 1	· Confirm calendar of events for the year · Bunnings BBQ
Term 2	· Trivia night · Cadbury fundraiser · Entertainment book · Bunnings BBQ
Term 3	· Vision portraits · Bunnings BBQ
Term 4	· Family Portrait Day

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Proposed 2020 Fundraising Teams:

Fundraising Team 1:	Fundraising Team 2:	Fundraising Team 3:
1.Easter Raffle and Lollipops	1. Bunnings (TBC)	1. Cadbury Chocolates
2. Tea Towels / Picture Plates	2. Small Ideas (Term 1)	2. Aver & Line
3. Parent Direct	3.Earn & Learn (If appl) or Social event (e.g movie)	3. Airstream / That's mine labels
Plus - Major Fundraiser	Plus - Major Fundraiser	Plus Major Fundraiser

5P GENERAL: UNIFORM OFFICER

Policy statements

The Uniform Officer organises uniforms for children attending the pre-school.

Job description

The Uniform Officer:

- Organises quotes for new uniforms
- Updates the uniform order form and procedure as required
- Processes order forms from parents
- Liaises with the Treasurer regarding payments received from parents
- Collates and submits kinder uniform order to supplier
- Checks and distributes kinder uniform orders to families
- Obtains a tax invoice from the supplier and provides this to the Treasurer for payment
- Conducts a stocktake at the end of each financial year
- Contributes to the Quality Improvement Plan as necessary.
- Organises second-hand uniform collection
- Organises second-hand uniform stall during orientation sessions

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5Q GENERAL: NEWSLETTER OFFICER

Policy statements

The Newsletter Officer prepares and distributes the newsletter.

Job description

The Newsletter Officer:

- o produces a newsletter per term for kinder community
- o ensures committee meetings are listed in the Calendar of events in each edition.
- o liaises with committee members and educators to collect content
(email members at least one week before the release date)
- o email newsletter to educators, who then distribute to families via email.
- o contributes to the Quality Improvement Plan as necessary.

5R CLASS REPRESENTATIVES

Policy statements

The Class Representatives have a pivotal role in supporting the work of the class, teachers and committee through the communication of specific information to parents, integrating the pre-school community by engaging parents, and building social networks within preschool.

Job description

The Class Representatives:

- o create and distribute a voluntary registry of parent contact details to aid communication and social connections
- o openingly engage parents and carers at pre-school pick up/drop off and social events to help build pre-school network
- o organise social events for the children and parents/carers
- o email families with committee information as necessary
- o assist with any social events/fundraising activities

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5s **GENERAL**

Policy statements

General committee officers support other committee members and staff as necessary.

Job description

General officers are generally involved in the following tasks:

- o attending committee meetings
- o organising fundraising and social events
- o assisting with the annual policy reviews

5T **EDUCATIONAL LEADER**

- Is the educational leader and nominated supervisor for the pre-school
- Manages day to day activities within the pre-school and issues that arise
- Acts as point of contact for feedback and enquiry of teaching staff
- Ensures program structure is reviewed under NQF framework annually and references to the Early Years Learning Framework
- Ensures critical incidents are recorded and reported to the committee, referencing the guidelines of the OH&S policy and procedure manual and other relevant documents
- Ensures effective communication between all staff
- Is point of contact for grievances that arise within the pre-school, liaises with the grievance sub committee for issues that need further addressing
- Organises replacement staff at the pre-school when necessary
- Provides operational information to the newsletter
- Ensures the safe keeping of all pre-school record according to legislation
- Maintains the noticeboard
- Reviews the enrolment forms and information packs in consultation with the Enrolment officers before being published and distributed for the following year.

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5U **BOOKKEEPER (PAID POSITION - FILLED EXTERNALLY)**

- Processes fortnightly payroll with ADP Payline (including setting up new and terminating employees and holiday pays)
- Paying superannuation and reconciling at month end
- Manages statutory payroll accruals (including portable long service leave and sick leave)
- Records all purchases and income in MYOB
- Prepares monthly bank reconciliations
- Produces monthly financial reports (including a Profit and Loss Statement, Balance Sheet and Report to Budget)
- Prepares an outstanding fee summary report
- Issues Child Care Benefit receipts each quarter
- Records all depreciation and manages a fixed assets register as necessary
- Completes a monthly business activity statement (BAS)
- Completes all financial documentation (including FAR and Workcover requirements)
- Prepares and provides annual financial statements (and any other ancillary information) to the auditor for the annual audit
- Helps develop the annual budget in September each year and set annual fees for the following year with the Treasurer

6. COMMITTEE MEMBER DECLARATION

Code of conduct for parents/guardians, students, volunteers, contractors and visitors

I commit to contributing to creating an environment at Waverley Meadows Preschool that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to *Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In our relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual differences including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the Approved Provider, Persons with Management and Control, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct Policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

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Code of Conduct Policy Acknowledgement for parents/guardians, students, contractors and volunteers

I hereby acknowledge that on _____, I received a copy of the *Code of Conduct Policy* for Waverley Meadows Preschool.

I have read this policy and understand its contents. I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst my child is attending .

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the Code of Conduct may lead to limitations being placed on my attendance at the service.

Signature		Name (please print)	Date
Witness signature		Name (please print)	Date

Thank you for your contribution to making Waverley Meadows Preschool an open, safe, welcoming and friendly environment.