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## Florey Preschool Procedures for Governance

### *Context of Florey Preschool*

Florey Primary School has been granted a service approval to operate an on-site preschool. The governance and management of the preschool unit is undertaken centrally by the Florey Primary School Leadership Team.

Florey Preschool will provide quality early childhood education, operating in accordance with all legal and regulatory requirements. The educators make every effort to reflect the special nature of their community and encourage family input into the running of the preschool. The Florey Leadership Team will take into account the needs of the families, children and educators in making decisions impacting the operation of the preschool, ensuring all decisions are made in a legitimate way and in the best interests of the specific preschool, the preschool team, and Florey Primary School.

As an approved service provider, Florey Primary School will:

- ensure that the preschool operates in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschool operates in accordance with the conditions of approval.
- ensure all staff members are aware of their obligations under the relevant legislation and the implication of being a Nominated Supervisor, Certified Supervisor and Educational Leader.
- ensure the philosophy reflects the needs and values of the educators, children and the broader community, by reviewing and updating the philosophy at least annually. The Florey Leadership Team will also ensure the operation of the preschool is consistent with the philosophy and ensure policies and procedures are updated regularly to make certain that they meet current needs, and that all policies and procedures are implemented by all staff members.
- adhere to the Confidentiality of Records Procedure in line with all ETD Records Managements processes.
- actively encourage participation of families in the management of the preschool through:
  - Participation in the P&C and School Board (when available)
  - Providing feedback to preschool staff and the Florey Leadership Team through surveys and other communication strategies
  - Involvement in social and community events

*Florey Primary School Board and Parents and Citizen's Association*

Reviewed May 2015

The Education Act 2004 (the Act) requires that each public school is to have a school board as a way of sharing authority and responsibility with the local school community. Information for families about the School Board is available on the ETD website (School Board Handbook). This information is available on the school's G-Drive and a copy is also kept in the Bursar's office. This includes information on the school board's meetings – minutes, elections, finance reports, agendas, principal's reports and the names and contact details of current board members.

- Preschools are included as part of Primary Schools. Parents and carers of preschool children are members of the school Parents and Citizen's Association (P&C) and are able to nominate for election as Parents and Citizen's members of the school board.
- Florey Preschool P&C are a subcommittee of Florey Primary School's P&C. Parents and carers of preschool children are invited to join and contribute to both or either P&C.
- The members of the board are elected for a period of at least 12 months and not more than 24 months and comprise the principal, 1 appointed member, 2 staff members and 3 P & C members.
- The school board must meet 4 times a year at the times determined by the board as a whole.
- The school board is responsible for the school's strategic direction. Operational matters are the responsibility of the principal.
- The school board is responsible for overseeing the curriculum of preschool to Year 6.
- The School Improvement Framework which includes preschool is approved by the school board. The board has a monitoring role in the review and school board members or community members may be involved in the school's review. This operates over a 4 year cycle. The preschool is reviewed under the National Quality Standards (NQS) and the school board is informed of the requirements and progress of NQS.