

LA TROBE UNIVERSITY

DIVISION STUDENT LIFE

**FAMILY AND CHILDREN'S
SERVICES****SENIOR MANAGEMENT TEAM****Terms of Reference**

Terms of Reference, for the effective and inclusive management of the La Trobe University Community Children's Centre ("the Centre").

1.0 Purpose

1.1 The **Senior Management Team** shall ensure the Centre is effectively managed, ensuring that all legislative and regulatory requirements determined by Local, State and Federal Governments in relation to Early Childhood Services and in accordance with University Policy are complied with at all times.

1.2 **Senior Management Team** shall ensure good Governance and management of the Centre according to best practice.

1.3 The **Senior Management Team** shall work collaboratively with the whole of Centre community to exercise operational control which best reflects the Centre Community in matters concerned with general or philosophical direction including day-to-day operation.

2.0 Term

This Terms of Reference is effective from 1 January 2018 and continues until terminated by agreement between the Centre and the Senior Management Team.

3.0 Objectives

3.1 The **Senior Management Team** will ensure appropriate governance arrangements are in place at the Centre to manage:

- Development of statements and procedures on matters specified by our regulatory authorities including: notifications; operational and practise
- Develop and implement policies and procedures for the internal governance of the Centre
- Develop and implement policies and procedures for the internal audits of the Centre
- Develop other such statements as identified through day to day operation.
- A high quality approach to the safety, education and care of all children
- Confidentiality of records
- Enrolment/Transitions
- Payment of fees
- Dealing with complaints
- Monthly financial statements and utilisation reports
- Maintenance and refurbishment of the Centre as reported by the Manager's Advisor

4.0 Membership

The **Senior Management Team** comprises of the La Trobe University Community Children's Centre:

- Executive Director, Student Life (Chair);
- Manager (Person with Management and Control, Nominated Supervisor);
- Senior Coordinator (Autism Specific Early Learning and Care);
- Educational Leader (Nominated Supervisor).

Members will commit themselves to functioning in an environment that creates and extends opportunities for:

- Open, respectful and supportive relationships between the **Senior Management Team**, families and centre staff to ensure an effective and consistent approach in the management of the Centre.
- Collaborating with Centre families and staff on the formulation of statements and procedures which reflect best practice and current research in respect to the education and care of all children.

4.1 Roles and Responsibilities

The Senior Management Team is accountable to the Centre and to LTU for:

Fostering collaboration between staff, the community and stakeholders;
Maintaining the Centres focus on the Objectives of the Centre; and
Monitoring compliance with governance procedures and regulatory requirements; and
Attending all meetings.

4.2 Expectations:

Members of the Senior management Team have the right to expect that:

Each member will be provided with accurate, complete and meaningful information in a timely manner to facilitate good decision making;
They will be given adequate time to make key decisions;
They will be alerted to potential risks and issues affecting the Centre, both financially and with respect to reputation; **and**
That each member will be given the opportunity to engage in open, and frank discussion and that such discussions will be confidential as between the members;

4.3 Meetings:

All meetings will be chaired by the Executive Director, Student Life;
The quorum for holding a meeting will be three;
Decisions about the Centre will be made by consensus and where this is not possible, by majority vote;
Meeting agendas and minutes will be provided to the members in a timely manner and the preparation of these is the responsibility of Admin. Assistant (reception);
Meetings will be held monthly for *2 hours* at *the Centre* and additional meetings may be called by the Executive Director, Student Life at other times as required;
The members may convene sub-committees to investigate any matters of importance to the Team, and require that sub-committee to meet and provide notes, minutes and any other material to the Team as required; and
The Team may invite any other participants to a meeting as and when required, including families.

5.0 Process

5.1. The **Senior Management Team** will seek to:

- a) Ensure discussions around operational innovation are driven by the latest practice research so that the Centre is a leader in the provision of early childhood education and care to children and families
- b) Support, engage, canvass and represent the local community, University, Centre families and staff
- c) Ensure consultation and communication on statement/procedure within the Community

5.2 Responsibilities

5.2.1 Operational decisions

5.2.2 Philosophy, Statements and Procedures

Formulate and review Centre documents of operation, policy and procedures to ensure Centre's continued compliance and professional excellence (REFER 5.3.1)

5.2.3 Financial

5.2.4 Acts, Regulation, Law

5.3 Working Parties and Advisory Groups

5.3.1 The **Senior Management Team** may establish Advisory Groups to explore various topics by inviting other persons from within our Community with particular expertise and interests, as required.

5.3.2 The **Senior Management Team** when establishing Advisory Groups will:

- determine membership
- establish aims
- clearly define a process for decision making

6.0 Amendment and Variation

This Terms of Reference may be amended or varied in writing with the consultation and agreement of the Members.

7.0 Resources

List other resources

The Executive Director – Student Life

The Director, Service Businesses

Finance and Resources Committee

University Legal Office

Occupational Health and Safety Office

All external peak bodies the Centre is associated