



# PARENT ADVISORY GROUP MANUAL

The information provided in this manual is intended to help clarify your role and responsibilities as a PAG member and make your experience easier and more enjoyable.

# PARENT ADVISORY GROUP INFORMATION MANUAL

## Welcome

On behalf of the Combined Preschools of Southern Grampians ('CPSG') Board of Management, I would like to welcome you to the Parent Advisory Group ('PAG') and to thank you for volunteering to participate in this very important role.

CPSG's vision is to deliver the highest quality early childhood education and care to children and their families that reflects their individual communities.

Parental involvement is paramount to our success.

The information provided in this manual is intended to help clarify your role and responsibilities as a PAG member and make your experience easier and more enjoyable.

CPSG will conduct PAG training at the beginning of each calendar year for all PAGs and provide monthly Board Reports to the PAGs following each Board Meeting, issue a newsletter at the end of each term and publish information on the CPSG website to support the kindergarten PAGs.

CPSG's Board of Management meets on the 4<sup>th</sup> Tuesday of each month and we extend a warm invitation to all parents to formally sit on the Board of Management or, alternatively, sit in on our meetings.

Our Executive Officer and Finance Officer are available to provide support to each kindergarten and PAGs. They can be contacted as follows:

<b>Executive Officer:</b>	Tracey Gould	(03) 5551 8520 0436 423 778 Mon/Tues/Thurs	Email: <a href="mailto:cpsg@kindergarten.vic.gov.au">cpsg@kindergarten.vic.gov.au</a>
<b>Finance Officer:</b>	Carolyn Desmond	(03) 5551 8482 Mon/Wed/Thurs	Email: <a href="mailto:cpsg_finance@sthgrampians.vic.gov.au">cpsg_finance@sthgrampians.vic.gov.au</a>

We trust that you will find this manual worthwhile and informative. Please make yourself familiar with the contents and keep for future reference. Your comments and suggestions regarding the improvement of this manual are welcomed.

We look forward to working with you over the coming year.

**Combined Preschools of Southern Grampians  
Board of Management**

## GLOSSARY OF TERMS

<b>Approved Provider</b>	An individual having management or control over a service
<b>Board</b>	CPSG Board of Management
<b>Child Safe Standards</b>	Standards introduced into Victoria to keep children safe from harm or abuse
<b>CPSG</b>	Combined Preschools of Southern Grampians
<b>DET</b>	Department of Education and Training
<b>ECE</b>	Early Childhood Educator
<b>Educational Leader</b>	The educational leader has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.
<b>EYM</b>	Early Years Manager
<b>Kindergarten</b>	A funded program provided for children before they attend school.
<b>Kindergarten Funding Guide</b>	The Kindergarten Funding Guide provides detailed information about: <ul style="list-style-type: none"> <li>• the types of kindergarten funding available</li> <li>• eligibility criteria</li> <li>• how to apply for funding</li> <li>• how to comply with operational requirement once funding has been granted.</li> </ul>
<b>ECT</b>	Early Childhood Teacher
<b>ELAA</b>	Early Learning Association Australia
<b>MAV</b>	Municipal Association of Victoria
<b>MOU</b>	Memorandum of Understanding
<b>National Law and Regulations</b>	The National Law and National Regulations outline the legal obligations of approved providers, nominated supervisors, and educators and explain the powers and functions of the state and territory regulatory authorities and ACECQA.
<b>National Quality Framework (NQF)</b>	The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.
<b>Pre-kindergarten</b>	An optional educational program offered to children the year before attending a funded kindergarten program.

<b>National Quality Standard (NQS)</b>	<p>The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.</p> <p>The NQS includes 7 quality areas that are important outcomes for children.</p> <p>Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.</p>
<b>Nominated Supervisor</b>	The person responsible for the day-to-day management of an approved service.
<b>QIP</b>	Quality Improvement Plan
<b>SGSC</b>	Southern Grampians Shire Council
<b>SIP</b>	Service Improvement Plan
<b>Victorian Early Years and Development Framework (VEYDF)</b>	<p>The vision and purpose of the VEYLDF is to guide early childhood professionals in a collective effort with families toward the achievement of the nationally agreed Early Years Learning Outcomes (Early Years Learning Framework for Australia, 2009) where children:</p> <ul style="list-style-type: none"> <li>• have a strong sense of identity</li> <li>• are connected with and contribute to their world</li> <li>• have a strong sense of wellbeing</li> <li>• are confident and involved learners</li> <li>• are effective communicators.</li> </ul>

# TABLE OF CONTENTS

## CONTENTS

---

- 1. Introduction ..... 1
  - 1.1. Combined Preschools of Southern Grampians Inc ..... 1
  - 1.2. What is Early Years Management ..... 1
  - 1.3. The Responsibilities of an EYM ..... 1
  - 1.4. Statement of Commitment to Child Safety ..... 2
  - 1.5. Child Safe Standards ..... 3
  - 1.6. CPSG Service Locations ..... 3
  - 1.7. Organisation Chart ..... 4
- 2. Parent Advisory Groups ..... 5
  - 2.1. What is a PAG ..... 5
  - 2.2. What is the Role of the PAG ..... 5
  - 2.3. Roles within PAG ..... 6
    - 2.3.1. Chairman ..... 6
    - 2.3.2. Secretary ..... 6
    - 2.3.3. Fundraising Chair ..... 6
    - 2.3.4. Treasurer ..... 6
  - 2.4. PAG Meetings ..... 7
  - 2.5. Organising Meetings ..... 7
    - 2.5.1. Agendas ..... 7
    - 2.5.2. Minutes ..... 7
    - 2.5.3. Meeting papers ..... 8
  - 2.6. Educators working with CPSG ..... 8
- 3. Governance ..... 9
  - 3.1. CPSG Board of Management ..... 9
  - 3.2. Financial Management ..... 9
  - 3.3. Financial Model and process ..... 9
  - 3.4. Budgets ..... 9
    - 3.4.1. Operating Expenses ..... 9
    - 3.4.2. Payroll ..... 10
  - 3.5. Fundraising ..... 10

3.6.	Coding and Allocation.....	11
3.6.1.	Expenditure of Grant moneys .....	11
3.7.	Delegation of Authority .....	11
3.7.1.	Fundraising .....	11
3.7.2.	Operating.....	11
3.8.	Fundraising Cash Advance .....	11
3.9.	Purchasing procedure.....	11
3.10.	Approval for payment of invoices .....	12
3.11.	Debit Cards .....	12
3.12.	PAG Treasurer Training.....	13
3.13.	Reporting .....	13
3.13.1.	Monthly reporting .....	13
3.13.2.	Quarterly Reporting.....	13
3.13.3.	Annual reporting.....	14
4.	Information Management and Privacy.....	15
4.1.	When issues are raised at the Parent Advisory Group.....	15
4.2.	When issues arise between a PAG and CPSG.....	15
5.	Occupational Health & Safety .....	16
5.1.	Roles and Responsibilities .....	16
5.2.	Property ownership .....	16
5.3.	Working bees.....	17
5.3.1.	Working at heights .....	17
5.4.	Contractors .....	17
5.5.	Working with Children Checks.....	17
5.5.1.	Parents volunteering in an activity with their child.....	17
5.5.2.	Family members and people who are closely related to the child (including kinship carers) ..	17
6.	Insurance .....	19
6.1.	Public liability Insurance .....	19
6.2.	Personal accident .....	19
7.	ROLES AND RESPONSIBILITIES OF EYM PARTNERS.....	20
7.1.	Families.....	20
7.2.	Combined Preschool Of Southern Grampians (CPSG).....	20
7.3.	Southern Grampians Shire Council.....	20
7.4.	Department of Education and Training (DET) .....	21
7.5.	Communications between partners.....	21
7.6.	Who is responsible chart .....	22

APPENDIX 1 – ACCOUNTS TO BE PAID FOR ..... 23

APPENDIX 2 – BANK DEPOSIT TRANSACTION LISTING ..... 24

APPENDIX 3 – DEBIT CARD TRANSACTION LISTING..... 25

APPENDIX 4 – POLICIES ..... 26

APPENDIX 5 - PARENT ADVISORY GROUP CODE OF CONDUCT..... 27

APPENDIX 6 - WORKING BEE SAFETY CHECKLIST ..... 29

# 1. INTRODUCTION

---

## 1.1. COMBINED PRESCHOOLS OF SOUTHERN GRAMPIANS INC

Combined Preschools of Southern Grampians Inc. ('CPSG') is an Early Years Management organisation that is responsible for the enrolments and service delivery at seven kindergartens across the Shire of Southern Grampians.

As the Approved Provider of the service, CPSG has ultimate responsibility and accountability for service quality, management and regulatory compliance (under the Educational and Care Services National Law and the Education and Care Services National Regulations, Early Years Management Policy Framework and Kindergarten Funding Guide. Our role is to implement legislation, key decision making, employment and management of all staff, professional development, strategic planning, financial management, facility management, pedagogical support, quality assurance and enrolments

CPSG believes that this management and support provides our educators with the opportunity to develop strong community links and a quality program that recognises the individual needs of the children and families who access our service.

CPSG is a not for profit incorporated association. This means that it is the legal entity responsible for conducting all business of CPSG and complying with all laws, and regulations.

CPSG is bound by our Constitution which sets out the purpose and rules of the association, as well as the roles and responsibilities of our Board of Management and members. A copy of the Constitution is available on our website.

## 1.2. WHAT IS EARLY YEARS MANAGEMENT

Formerly known as Kindergarten Cluster Management (KCM) organisations, EYM organisations provide leadership and management to funded community-based kindergarten services.

EYMs work collaboratively with EYM partners, such as the Department of Education and Training (DET), Southern Grampians Shire Council, families and PAGs to deliver improved outcomes for children, and to ensure service delivery is guided by the EYM outcomes.

## 1.3. THE RESPONSIBILITIES OF AN EYM

EYM organisations:

- Provide service delivery according to their regulatory obligations, the policy framework, the EYM Kindergarten Operating Guidelines, The Kindergarten Guide, the NQF and Funding and Service Agreements.
- Assume all the responsibilities of an approved provider as specified in the National Law and the regulation.
- Establish and review effective governance practices that support professional leadership and management systems.
- Contribute to policy development, sector planning, policy reform implementation and service design.

They are specifically responsible for:

- Strategically planning for the future to ensure the organisation is viable, in step with policy reforms and positioned to implement innovation.
- Engaging with the local community to gain a broad understanding of the needs that relate to the services they manage, and working collaboratively with local government, schools and other service providers to plan for and provide responsive services.
- Driving access for all children, and proactively seeking the participation of children experiencing vulnerability or disadvantage, Aboriginal children, children from newly arrived communities, and children with disabilities or developmental delays.
- Engaging families, parents and the broader community in decisions about policies and the educational experiences of children in their services.
- Employing, managing and developing staff.
- Financial management to support the strategic management of all resources – including Department funding, parent fees, and fundraising (including monies held in reserve) – to ensure service provision is viable and delivered in the best interests of the community.<sup>1</sup>
- Continuously improving through performance monitoring.

As an EYM, CPSG:

- Ensures that the work of CPSG and the services it delivers match the purpose and mission.
- Ensures the Policies and Procedures of the organisation are current and applied.
- Oversees the implementation of the Strategic Plan and Service Improvement Plan (SIP) to ensure CPSG remains viable.
- Receives all DET funding on behalf of kindergartens and is responsible for reporting and accountabilities to DET.
- Ensures CPSG is financially sustainable to support service delivery at all kindergartens by undertaking responsibility for the financial management required to support the strategic management of all resources, including DET funding, parent fees and fundraising.
- Employs, manages and develops staff including all kindergarten staff, the Executive Officer and Finance officer and includes management of all payroll and leave entitlements.
- Engages with the local community to gain a broad understanding of the needs that relate to the services we manage, and working with local government, schools and other service providers to plan for and provide responsive services.
- Works continuously to drive improvement through performance monitoring of framework outcomes of sustainable and responsive services, access and participation, quality and innovation, highly skilled and collaborative workforce, strong partnerships.

#### 1.4. STATEMENT OF COMMITMENT TO CHILD SAFETY

CPSG is committed to child safety. We want children to be safe, happy and empowered. We have a zero tolerance of child abuse. We understand our legal and moral obligations to manage concerns and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

---

<sup>1</sup> Coleraine is exempt from this point with regards to fundraising money due to the Memorandum of Understanding (MOU) signed by both Coleraine COM and CPSG.

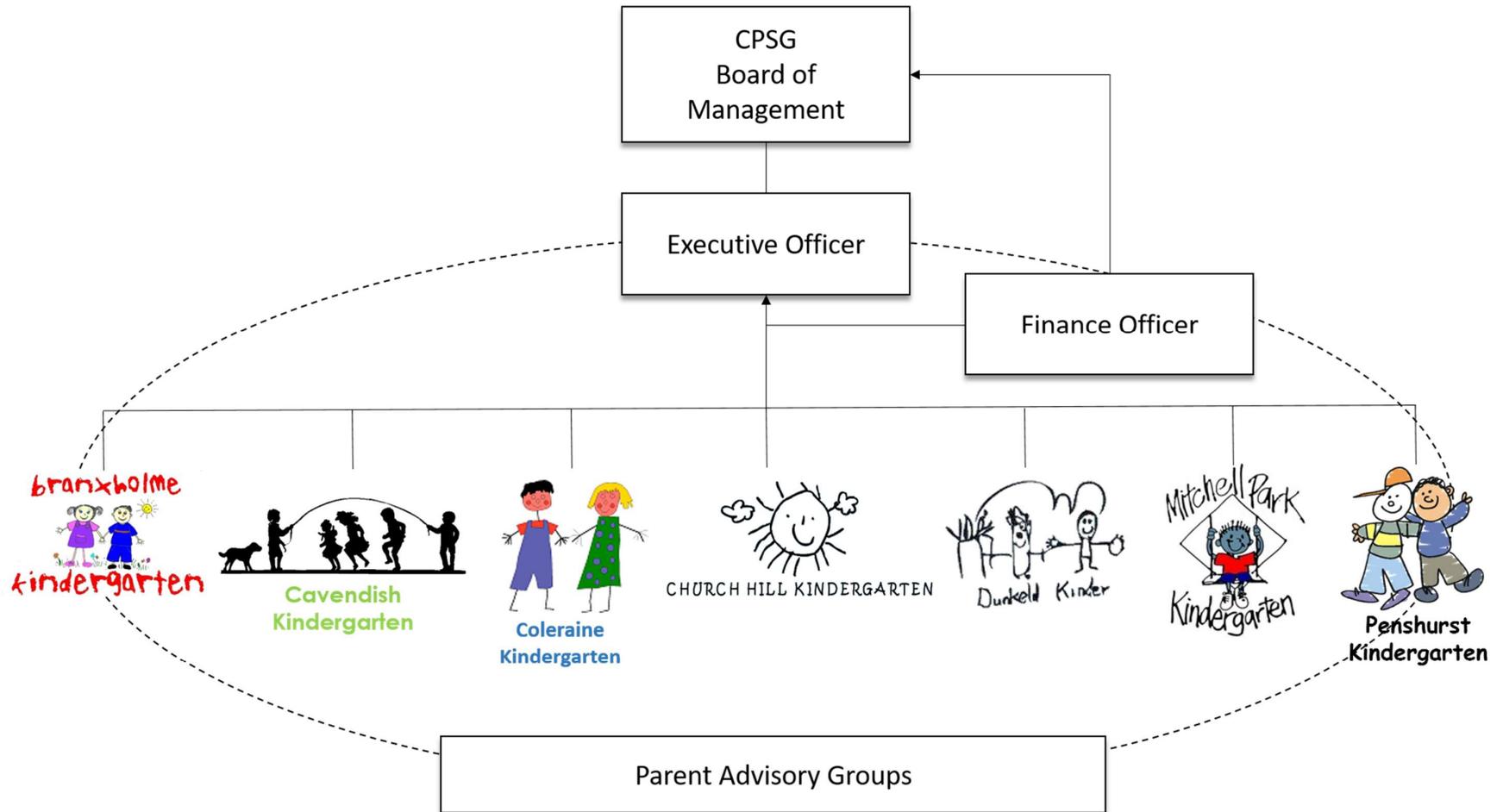
## 1.5. CHILD SAFE STANDARDS

CPSG is required to meet compulsory minimum standards that apply to all organisations that provide services for children to help protect children from all forms of abuse. The Child Safe Standards provide a framework to identify gaps and improve policy and practices around child safety. CPSG has developed procedures and policies that apply to all Board members, staff, parents and volunteers. These are available on our website.

## 1.6. CPSG SERVICE LOCATIONS

Kindergarten Service	Days and Hours of Operation	Contact Details
<b>Branxholme</b> McNicol Street Branxholme, 3302	Monday/Wednesday/Friday 8:40 am to 3:00 pm (Mon/Wed) 8:40 am to 12:00 pm (Fri) <u>Pre kinder</u> Available any day	0498 147 080 <a href="mailto:branxholme.kin@kindergarten.vic.gov.au">branxholme.kin@kindergarten.vic.gov.au</a>
<b>Cavendish</b> Barker Street Cavendish, 3314	Tuesday/Thursday 8:30 am to 4:00 pm <u>Pre kinder</u> Tuesday/Thursday 9:00 am to 12:00 noon	(03) 5574 2208 <a href="mailto:cavendish.kin@kindergarten.vic.gov.au">cavendish.kin@kindergarten.vic.gov.au</a>
<b>Church Hill</b> 8 Clarke St Hamilton, 3300	Monday/Wednesday/Friday 9:00 am to 2:00 pm <u>Pre kinder</u> Tuesday/Thursday 9:00 am to 12:00 noon	(03) 5572 1852 <a href="mailto:church.hill.kin@kindergarten.vic.gov.au">church.hill.kin@kindergarten.vic.gov.au</a>
<b>Coleraine</b> 26 Henty Street Coleraine, 3315	Monday/Tuesday/Friday 8:55 am to 1:55 pm <u>Pre kinder</u> Thursday 9:00 am to 12:00 noon	(03) 5575 2359 <a href="mailto:coleraine.kin@kindergarten.vic.gov.au">coleraine.kin@kindergarten.vic.gov.au</a>
<b>Dunkeld</b> Wills St PO Box 44 Dunkeld, 3294	Monday/Wednesday/Thursday 9:00 am to 2:20 pm <u>Pre kinder</u> Tuesday 9:00 am to 12:00 noon	(03) 5577 2348 Mobile 0447 469 339 <a href="mailto:dunkeld.kin@kindergarten.vic.gov.au">dunkeld.kin@kindergarten.vic.gov.au</a>
<b>Mitchell Park</b> 1 Steele Road Hamilton, 3300	Monday/Tuesday/Thursday 9:30 am to 2:30 pm <u>Pre kinder</u> Available any day	Phone 5572 2407 <a href="mailto:mitchell.park.kin@kindergarten.vic.gov.au">mitchell.park.kin@kindergarten.vic.gov.au</a>
<b>Penshurst</b> 71a Watton Street Penshurst, 3289	Tuesday/Wednesday/Friday 9:00 am to 2:00 pm <u>Pre kinder</u> Wednesday/Friday 9:00 am to 12:00 noon	Phone: 5576 5298 <a href="mailto:penshurst.kin@kindergarten.vic.gov.au">penshurst.kin@kindergarten.vic.gov.au</a>

1.7. ORGANISATION CHART



## 2. PARENT ADVISORY GROUPS

---

### 2.1. WHAT IS A PAG

Each Kindergarten is encouraged to have a Parent Advisory Group (PAG) that works in close partnership with the educators of each service and the CPSG Executive team to optimise the kindergarten program. We believe that the establishment of a PAG is an essential component of a high quality early childhood service.

The PAG represents the families and users of the kindergarten. They are not legal entities and as such, all activities of the PAG must be reported to CPSG and comply with CPSG policies and procedures.

### 2.2. WHAT IS THE ROLE OF THE PAG

An active and engaged PAG is essential to the effective operation of each kindergarten.

The PAG provides a strong mechanism to provide feedback from families accessing the services to CPSG regarding:

- Contributing to the objectives of the kindergarten and CPSG.
- Contributing to the development and review of policies.
- Contributing to decisions that affect opportunities for families to be involved in the kindergarten program.
- Communicating any parent or community issues or concerns regarding the delivery of the kindergarten program to CPSG.
- Input into the future planning of the kindergarten.

PAG members should be aware of the CPSG policies which are available on the CPSG website.

The following are the key roles and responsibilities:

- Assist in the cultivating of the kindergarten community by organising and facilitating opportunities for social engagement.
- Organise fundraising to benefit the kindergarten program (highly desirable). Funds may go towards initiatives such as buying new playground equipment or investing in activities that benefit the whole of CPSG such as training to support educators. An example might be additional learning activities that go beyond the standard curriculum (i.e. Bush Kinder program, music lessons, incursions and excursions, and staff training programs).
- Ensure that all fundraising activities are organised and conducted in line with CPSG policies and in accordance with relevant legislation, and a report of the fundraising activities is provided to CPSG.
- Hold regular kindergarten PAG meetings (at least one per term is encouraged).
- Ensure decisions of CPSG and information contained in the CPSG Board report are communicated, as appropriate, to parents.
- Act within the bounds of the CPSG delegated authority when purchasing equipment for the kindergarten.
- Ensure two representatives of each kindergarten attend any CPSG Special Meetings and AGM. (It is highly desirable that at least one member from the PAG submit an Expression of Interest to sit on the CPSG Board of Management.)

Please see 7.0 for more information about the roles of the EYM partners.

## 2.3. ROLES WITHIN PAG

The roles within the PAG are intended to provide a formal and structured process for conducting meetings and are in no way intended to be a delegation of CPSG's responsibilities. They are a suggestion only and are not required or mandated for a PAG to be in existence.

### 2.3.1. Chairman

- Attends CPSG PAG Information Evening in February
- Attends CPSG AGM in November
- Attends any Special Meetings called by CPSG
- Provides input to kindergarten quarterly reports to CPSG Board by the due date
- Chairs PAG meetings
- Keeps in regular contact with the teacher and other committee members
- Sets an agenda before each PAG meeting, using the CPSG document available on website
- Actively promotes the kindergarten and CPSG

### 2.3.2. Secretary

- Attends CPSG PAG Information Evening in February
- Attends CPSG AGM in November
- Attends any Special Meetings called by CPSG
- Prepares quarterly report to the CPSG Board in conjunction with educators for March, June, September and November Board meetings
- Takes minutes of PAG meetings and files them accordingly
- Distributes minutes and agendas before each meeting
- Collects and distributes mail received by the Kindergarten
- Works with the Chairman/President to set the PAG agenda

Computers at sites are available for use by the PAG Secretary - please observe privacy and confidentiality.

### 2.3.3. Fundraising Chair

- Coordinates fundraising activities
- Liaises closely with the Chairman and PAG Treasurer
- Keeps staff and families informed of all fundraising activities
- Encourages as many families as possible to get involved – with time or in-kind contributions
- Ensures fundraising events adhere to the Fundraising Policy

### 2.3.4. Treasurer

- Attends CPSG PAG Information Evening held in February
- Attends CPSG AGM in November
- Attends any Special Meetings called by CPSG
- Ensures fundraising expenses are authorised in accordance with the CPSG delegated authority
- Provides the CPSG Finance Officer with all fundraising documentation, including invoices, receipts, and quotes in a timely manner. Deposits fundraising monies into CPSG's bank account within 5 business days of receipts and forwards the notification to the Finance Officer
- Requests the Finance Officer to issue fundraising Tax Invoices for Third Parties if required
- Keeps track of own fundraising income and expenses
- Presents reports received from the CPSG Board to the PAG where appropriate (which shall include a fundraising report if relevant)

## 2.4. PAG MEETINGS

It is desirable that PAGs meet as a minimum of once per term at times and dates agreed on by the members of the PAG and a Chairperson is selected to effectively facilitate the business of the meeting.

Kindergarten PAGs are often held in the evening in the kindergarten. For safety reasons, it is advisable for PAG members to arrive together to open the building. Similarly, when leaving the building, two people should lock and leave together after ensuring any security system is activated.

## 2.5. ORGANISING MEETINGS

Planning is a key to ensure that meetings operate effectively and efficiently. Some tasks will be completed prior to the meeting and some afterwards. Using tools such as agendas, minutes, reports and action sheets will assist with organising an efficient meeting.

A good meeting is one where:

- The meeting starts and ends on time
- The chairperson is not biased and ensures that all group members feel comfortable participating
- Discussion relates to the agenda and includes timeframes
- All members participate, no one dominates
- Meetings are positive rather than negative
- Members share ideas
- Members are open minded and not judgmental
- Members are respectful of others' ideas and contributes rather than critical
- Members listen to each other respectfully
- The group is welcoming and encouraging to new or quiet people
- There is consideration for inclusive participation of all cultures
- Compromise is made when necessary
- Confidentiality is respected
- Members are clear about what has happened and what decisions were made.

### 2.5.1. Agendas

The agenda will provide the framework for the meeting and should list all items to be addressed during the meeting. The agenda is usually prepared by the Secretary in consultation with PAG members and educators. The agenda is usually sent out prior to the meeting.

The Agenda/ Minutes template for PAG meetings is found on CPSG website.

### 2.5.2. Minutes

The minutes are the formal record of the meeting. While PAGs are not required to keep formal records of meetings, these will assist CPSG and should accurately reflect the discussions and actions of the meeting. The minutes should record attendees at the meeting, summarise the key point of items discussed and should be completed as soon as practicable after the meeting and provided to CPSG.

Minutes should be distributed to all PAG members as soon as practicable after the meeting.

All agendas, meeting papers and minutes should be kept in a folder at the kindergarten that is accessible to all parents.

### 2.5.3. Meeting papers

It is good practice to circulate to all PAG members at least one week in advance the necessary paperwork to assist them to prepare for the meeting.

## 2.6. EDUCATORS WORKING WITH CPSG

All educators are employed by CPSG and accountable to CPSG for their performance. If a PAG member has a concern about an educator, this must be directed to the CPSG Executive Officer.

Educators are employed by CPSG to plan and deliver an education and care program that meets the needs of children, families and the local community at the kindergarten. The program is delivered both within a legislative framework and the National Quality Framework. CPSG supports and guides educators to deliver programs to comply with:

- The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011
- The Victorian Early Years Learning and Development Framework (required for funding) and may consult the Early Years Learning Framework.

Additionally, educators are supported and guided to:

- Provide a welcoming and inclusive program and environment for all families.
- Meet requirements of the National Quality Standards.
- Engage in networking opportunities for knowledge sharing and building communities of practice, both within CPSG and across the early years' sector.
- Further develop skills of critical reflection and commitment to continuous improvement.

Regardless of the level of qualification or experience, all educators are early childhood professionals who have a role to play in ensuring that the kindergarten program is of the highest quality. This manual will refer to teachers and assistants when the qualifications require specificity. In all other cases, the term 'educators' is used.

Although the PAG does not have a role to play in directing educators, frequent and open communication between educators and the PAG is essential.

PAGs or any individual parent/guardian who has any concern regarding the program curriculum, they are encouraged to speak to the educators at the kindergartens as a first instance. If the PAG or parent/guardians feel unable to do this or is dissatisfied by the response, then they should contact the Executive Officer who will manage the issue/concern through identified procedures as required by the DET.

## 3. GOVERNANCE

---

### 3.1. CPSG BOARD OF MANAGEMENT

The CPSG Board of Management is made up of a maximum 12 members. Whilst skilled and community members are sought, CPSG is reliant on members from PAGs to fill positions on the Board.

Interested members are invited to submit an Expression of Interest to sit on the Board of Management.

The Board of Management meets on a monthly basis with responsibilities governed by CPSG's Constitution and outlined in the Board of Management Manual (currently being updated).

### 3.2. FINANCIAL MANAGEMENT

As the EYM, CPSG is responsible for ensuring that all kindergarten services are financially viable.

PAGs are not legal entities and as such, **all activities** of the PAG must be reported to, and fundraising managed by, CPSG. CPSG will work in collaboration with PAGs to manage funds previously accrued by way of fundraising activities.

The financial responsibilities of CPSG under the Incorporations Association include:

- Keeping proper records, including all financial accountability records and reports required under legislation for members.
- Ensuring that bookkeeping and accounting requirements are accurate and are updated in a timely manner.
- Ensuring that funds of the kindergarten are managed accordingly within CPSG's delegated authority
- Making sound financial decisions based on accurate information.

### 3.3. FINANCIAL MODEL AND PROCESS

CPSG have a global financial model and the principles of the model are based on a global budget with equitable distribution to provide access to quality early childhood education experience to every child. CPSG recognises the need for the model to reflect the unique history and culture of each individual kindergarten service while introducing consistency and standardisation across all services.

### 3.4. BUDGETS

The CPSG Board of Management will review and set the service budget at the end of each financial year. A copy of the budget will be provided to the educators and PAG Treasurer and reviewed at the end of each calendar year.

#### 3.4.1. Operating Expenses

Budgets are set having regard to the expected funding, number of known enrolments, previous expenditure, identified expenses and other known income or liabilities.

Expenditure against this budget will be reported to educators and PAGs in the form of a Profit and Loss v Actual report (showing only the kindergarten service expense items) on a monthly basis following approval of financial reports by the CPSG Board of Management.

When kindergarten operating expenditure reaches 80% of the Annual Budget, the Finance Officer will advise the CPSG Treasurer who will advise the Board of Management.

PAGs or educators may make submissions to the CPSG Board of Management for its October meeting each year to allocate the previous year's unspent budget towards specific projects. The Board of Management will make a decision regarding unspent allocations following presentation of the Audit and Financial Statement at the Annual AGM. Unspent allocations will be used at the discretion of CPSG in a manner and for purposes it sees fit for the benefit of kindergarten services.

#### 3.4.2. Payroll

All payroll expenses are paid by CPSG and included as an operating expense. This includes Gross payments, superannuation, Work Cover, leave allowances, allowances for staff to be away on PD or personal leave and on costs.

### 3.5. FUNDRAISING

CPSG holds all fundraising money raised by each site in trust for each site<sup>2</sup>.

All parents can choose to participate in fundraising activities at the kindergarten and PAGs may wish to fundraise to improve the service in the following ways:

- Purchase additional equipment for the program i.e. new playground equipment
- Improve the outdoor area and playground
- Subsidise special events and programs for the children, such as Bush Kinder and music lessons
- Support educators by investing in training activities
- Invest in activities that benefit the entire EYM organisation

Fundraising activities and expenses must be sourced and approved in accordance with the Delegation of Authority (see 3.7). Before raising funds, the PAG should liaise with CPSG to discuss and agree on the fundraising activity, including how they will be using the funds. Fundraising funds should be raised for a specific purpose rather than accumulated. This can be included in the PAG report or if on a shorter timeframe emailed to the CPSG President.

PAG Treasurers are encouraged to maintain their own records of fundraising incomes and expenses and if they have any queries, should speak directly with the Finance Officer to clarify any concerns. A 6 monthly acquittal process of a check of Fundraising receipts with the CPSG Financial Officer will be implemented in the near future to ensure records are kept accurately.

PAGs and educators will be provided the following reports:

- Reserves by Preschools. This report will show the total fundraising funds held by CPSG on behalf of each site.
- Balances for all Preschools. This report will show the fundraising income and expenses from 1 Jan of to YTD.

---

<sup>2</sup> except with regards to Coleraine

### 3.6. CODING AND ALLOCATION

#### 3.6.1. Expenditure of Grant moneys

Where PAGs assist with any purchases relating to grants received, sites must make a note on the invoice what grant it comes out of. For example, 'IT Grant'; 'Minor Grant' etc. This is important so that CPSG can correctly report on grant expenditure to the appropriate funding bodies.

Coding and allocation to the correct expense is extremely important to keep proper records and monitor expenses. The PAGs must ensure that all expenditure invoices that are received are stamped and coded using the provided stamp and returned to the Finance Officer. The Finance Officer will have the authority to override a coding of expense which has been incorrectly coded. This will be done in consultation with the Executive Officer.

### 3.7. DELEGATION OF AUTHORITY

#### 3.7.1. Fundraising

Purchase Amount	Board Approval	Payment Authorisation	Quotes
\$0-999	N/A	2 x PAG members	N/A
\$1000-\$1999	Executive Officer approval required and item to be included in the monthly FO report to Board	2 x PAG members + EO	2 quotes
\$2000 +	Prior Board approval required	2 x PAG Members + CPSG treasurer	2+quotes

#### 3.7.2. Operating

Purchase Amount	Board Approval Required	Payment Authorisation	Quotes
\$0-999	N/A	Teacher +EO	N/A
\$1000-\$1999	Included in monthly FO Report	EO + CPSG Treasurer	2 quotes
\$2000 +	Prior Board approval required	CPSG Treasurer + President	2+quotes

### 3.8. FUNDRAISING CASH ADVANCE

A fundraising cash advance may be required for a fundraising activity being held. The PAG Treasurer can request an educator withdraw cash using their CPSG debit card for this purpose (within authorisation limits on staff debit cards and in line with Delegation of Authority outline above). This amount is to be reimbursed immediately upon completion of the fundraising event and identified as fundraising float reimbursement. An email should be sent to the Finance Officer advising of the cash withdrawal.

### 3.9. PURCHASING PROCEDURE

Approval must be sought from the CPSG Finance Officer or Board of Management for any expenditure over \$1,000 (in accordance with Delegation of Authority) and for any expenditure related to the provision of the educational program. This is a requirement regardless of whether the expenditure is made from operating expenditure or fundraising moneys.

### 3.10. APPROVAL FOR PAYMENT OF INVOICES

All invoices, whether related to operating expenditure or fundraising activities will be paid by CPSG. Original invoices are to be stamped with the provided stamp and forwarded to the CPSG Finance Officer, either by mail or hand delivered to the CPSG Office following its receipt.

Invoices that are not stamped or authorised in accordance with the Delegation in this document will be returned to the kindergarten PAG for proper approval.

The diagram shows a rectangular stamp with the following fields: 'CPSG Head Office', 'Purchaser: \_\_\_\_\_', 'Authoriser: \_\_\_\_\_', 'Class: Operating / Fundraising', and 'Expense Category: See below'. Three callout boxes are connected to the stamp by arrows: a blue box points to the 'Purchaser' line, a green box points to the 'Authoriser' line, and an orange box points to the 'Class' field. The 'Class' field is circled in orange in the original image.

To be signed by the person at the site who purchased the items listed on the receipt or tax invoice.

To be signed by a second person who can verify that the items listed on the receipt or tax invoice have been purchased.

Class: Operating – is to be circled if the item is to be paid for by CPSG.

Class: Fundraising – is to be circled if the items have been purchased by the site using monies raised through fundraising activities.

#### Expense Categories

- |                           |                               |
|---------------------------|-------------------------------|
| Bad debt allowance        | Memberships & Subscriptions   |
| Bank Fees & Charges       | OH&S Compliance               |
| Cleaning Costs            | Postage                       |
| Consumables               | Printing & Stationary         |
| Excursions/Entertainment  | Rates                         |
| Gas & Electricity         | Rent & Leases                 |
| Insurance (not Workcover) | Resources Purchases & Repairs |
| License & Incorp. fees    | Professional Development      |
| Maintenance Bldg & grnds  | Telephone                     |

CPSG accounts payable are processed on Thursday each week. All accounts payable must be received by the Finance Officer by Wednesday each week.

### 3.11. DEBIT CARDS

Each Educator employed by CPSG will be allocated a debit card. Each Kinder has a monthly limit of \$875 to facilitate flexible purchasing arrangements.

Tax Invoices for the purchases related to Debit Cards should be forwarded to the Finance Officer along with the payment authorisation in accordance with the delegated authority by the end of the same week as incurring the expense.

### 3.12. PAG TREASURER TRAINING

A training session for all PAG members will be offered by CPSG at the beginning of each calendar year.

PAG Treasurers must:

- Ensure that all authorised accounts for payment are sent to the Finance Officer as they are received, within the trading terms of the invoice and by no later than the 7<sup>th</sup> of the following month. The Treasurer will complete the Accounts to be paid by CPSG form (**Appendix 1**) and attach the relevant invoices ensuring that all accounts have been authorised in accordance with the Delegation in this document.
- Deposit all fundraising funds into CPSG's Bank account within 5 days of receipt. A Bank Deposit Slip is to be completed and presented to the Bendigo Bank teller with the deposit monies. Please ensure that the Reference section of the Bendigo Bank Deposit Slip has been completed referencing your site name. (**Appendix 2** ).
  - Fundraising monies received are to be recorded in a receipt book held by the site. The receipt book (regardless of whether it is full or not) will need to be provided to CPSG Finance Officer for audit and archive purposes on 30 December and 1 July each year.
  - On the same day that the deposit is made into CPSG's account, the Treasurer is to complete the Bank Deposit Transaction Listing (**Appendix 3**) and forward this document by email or deliver by post to the Finance Officer along with the deposit receipt provided by the bank.
- Email requests to issue Tax Invoices for Third Parties if required by sites which must include the following information:
  - Name of the person it is being sent to
  - Company Name
  - Address
  - Date the event occurred or dates for the relevant period
  - Detailed description of the event
  - Amount due including GST.
  - Term of account if more than 14 days has been agreed.

A copy of the invoice will be emailed to the PAG Treasurer on the day of being generated and sent directly to the person and company addressed by the FO.

### 3.13. REPORTING

#### 3.13.1. Monthly reporting

The financial accounts of CPSG will be presented at each Board of Management meeting to enable CPSG to monitor the financial position of all services on a monthly basis. These reports will be provided to kindergartens following the Board of Management meeting along with a monthly CPSG Board report.

#### 3.13.2. Quarterly Reporting

The PAGs and educators are to work together once a quarter to provide a written report to the CPSG Board of Management for their meetings in March, June, September and November using the provided template which is available on the CPSG website.

This report should include:

1. Update, highlight and challenges on the educational program.
2. Fundraising activities – planned and completed which should include the total amount raised.
3. Requests for assistance – issues which the PAG would like input from the CPSG Board of Management

### **3.13.3. Annual reporting**

An annual report must be presented by CPSG to members of the association at the Annual General Meeting (AGM) in accordance with the *Associations Incorporations Reform Act 2012*.

Two members from each PAG must attend CPSG's AGM which is held in November each year.

## 4. INFORMATION MANAGEMENT AND PRIVACY

---

Legislation introduced by state and federal governments require all services to develop and implement a privacy policy for management of individual records and sensitive information. The Privacy Act 1988 provides for the protection of the privacy of individuals. Kindergartens are required to comply with the Health Records Act 2001 because a significant portion of the information collected in early childhood services is considered health information. The Information Privacy Act 2000 protects the personal information held by government agencies, local councils and services such as funded kindergarten programs.

All educators and PAG members need to have awareness that all personal details and information provided to them about families be treated as confidential and that access to that information is strictly limited.

Any services that are approved for the Child Care Benefit are required to comply with national privacy principles as outlined in the Privacy Act 1988 in their handling of personal information.

PAG members and educators must act responsibly and comply with the requirements of the service's privacy policy and not discuss PAG business outside of PAG meetings. It is critical that all confidences, private/personal information and confidential discussions are not discussed outside the PAG. Potentially, the consequences of not respecting confidentiality and privacy are that the organisation's privacy policy and privacy legislation are breached and in the worst case scenario, open CPSG to litigation.

It is important that if any matters are discussed via email between meetings that all PAG members are copied into the discussion. The same protocols for discussion in meetings apply to written documentation. PAG members should exercise caution in what they commit in writing and via social media.

**It is inappropriate to discuss any matters in relation to the kindergarten or kindergarten educators via social media. Please see the social media policy on the CPSG website.**

All PAG members will be required to sign the PAG Code of Conduct at the beginning of their term of office (See Appendix 4).

### 4.1. WHEN ISSUES ARE RAISED AT THE PARENT ADVISORY GROUP

Under no circumstances are issues relating to individual children, families or individual educators to be raised or discussed at PAG meetings.

If you are contacted in respect to an issue related to individual children, families or educators, please direct the person to discuss this issue with the educator or CPSG's Executive Officer. If the parent/guardian feels unable to do this or is dissatisfied by the response, then they should contact CPSG as the Approved Provider. CPSG will manage the issue/concern through identified procedures as required by the DET.

At any time, PAG members or parents/guardians can raise concerns directly with DET and are able to make a formal complaint to CPSG following the process outlined on the CPSG website.

### 4.2. WHEN ISSUES ARISE BETWEEN A PAG AND CPSG

If any issues arise between PAG/families and CPSG, please refer to the Complaints and Grievances Policy on the CPSG website. All parties are able to express their concerns regarding the arrangement between CPSG and PAGs which may require the engagement of an independent mediator. The DET can become involved if the dispute resolution process has not worked and will address any unresolved issues ensuring quality service provision still occurs, all parties are working in alignment with the EYM policy framework and the integrity of EYM.

## 5. OCCUPATIONAL HEALTH & SAFETY

---

As an EYM, CPSG is responsible for the employment of educators and is therefore responsible under Victorian Occupational Health & Safety laws for providing and maintaining a workplace that is safe for all employees. Workplace health and safety in Victoria is covered by the following legislation;

- The Occupational Health and Safety Act 2004 (OHS Act 2004)
- The Accident Compensation Act 1985

The OHS Act 2004 is designed to provide a general duty of care on different persons in that they must;

- Eliminate risk to health and safety as far as is reasonably practicable
- If it is not reasonably practicable to eliminate risks to health and safety, reduce the risk so far as is reasonably practicable.

### 5.1. ROLES AND RESPONSIBILITIES

Everyone involved in the kindergarten has a role to play in ensuring the service's operations are safe and without risk to health. This includes CPSG, EYM employees, contractors, PAGs and parents/guardians.

Even though the PAG does not have the employer responsibility, members still have an obligation to report any Occupational Health and Safety (OHS) concern to CPSG.

CPSG needs to ensure that funds are available to cover the costs of OHS maintenance that affect workplace safety. As an EYM, CPSG assumes key OHS responsibilities and as employees, educators also have important OHS responsibilities. Educators are required to follow OHS guidelines; ensure the environment is maintained to a reasonable standard; attend OHS related training, report OHS incidents; cooperate with OHS investigations; encourage good OHS practice with fellow employees; and assist the employer when asked to help with OHS (such as conducting routine OHS inspections).

Contractors such as cleaners, gardeners and tradespeople must ensure that as far as is reasonably practicable, their conduct does not expose others to risk to health and safety and is conducted in line with Child Safe Standards, and CPSG policy and procedure.

If possible, contractors should be engaged to work at the site outside program times when children are not present at the service.

### 5.2. PROPERTY OWNERSHIP

Southern Grampians Shire Council, as the owner of the building and of the land or grounds of most of our kindergarten sites, must ensure that as far as is reasonably practicable, the workplace and the means of entering and leaving it are safe and without risk to health.

The day to day operation of the service, in regard to the property, is the responsibility of CPSG as the leaseholder, however, the responsibility to ensure the service building meets safety standards generally rests with the building owner.

**ALL** building maintenance issues are to be reported to the CPSG Executive Officer who will liaise with the Council. Concerns should be directed in the first instance to the kindergarten educators, who will liaise with the CPSG Executive Officer.

The Branhholme Hall Committee is the owner of the building which the Branhholme Kindergarten operates from.

### 5.3. WORKING BEES

When working bees are held, the PAG must provide a sign in sheet where attendees note the date and time and sign that they have attended, and provide a copy to CPSG.

A risk assessment must be performed before each working bee. A risk assessment template is included in Appendix 6.

#### 5.3.1. WORKING AT HEIGHTS

PAG members participating in activities in the service (including working bees) should note that no work should be undertaken by an employee or PAG member if it involves the possibility of an involuntary fall greater than two metres (this is defined as a 'fall hazard' in the Victorian OHS Regulations 2007).

### 5.4. CONTRACTORS

PAGs cannot engage contractors without the formal written consent of CPSG, as CPSG will have the legal obligations under the Occupational Health and Safety Act 2004 to ensure the health and safety of those carrying out the work for their benefit, even where those carrying out the work are contractors, or employees of contractors. This obligation extends to any person exposed to risk of injury from the activities of said contractors.

Contractors who will be working on the site (e.g. grounds or building, equipment maintenance) **are not to undertake work when the children are attending kindergarten.**

### 5.5. WORKING WITH CHILDREN CHECKS

All CPSG educators are required to hold a current Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration. VIT registered teachers hold a current National Police History check which exempts them from having to also acquire a WWCC. The currency of these checks is monitored by CPSG at recruitment and subsequently each calendar year.

#### 5.5.1. Parents volunteering in an activity with their child

If you are a parent volunteering in an activity in which your child participates, or normally participates, you are exempt and do not need a Check.

#### 5.5.2. Family members and people who are closely related to the child (including kinship carers)

If you are closely related to each child in your child-related work you are exempt from the Check. 'Closely related' to a child means:

- spouse or domestic partner
- parent, step-parent, mother-in-law or father-in-law
- grandparent
- uncle or aunt
- brother or sister, including half sibling, step sibling, brother-in-law or sister-in-law.
- in the case of domestic partners, a person who would be closely related to the child if the domestic partners were married to each other.

In accordance with the Education and Care Services National Law Act 2010 (Vic): The approved provider of the education and care service must ensure that an unauthorised person does not

remain at the education and care service while children are being cared for at the premises unless the person is under the direct supervision of an educator or other staff member of the service. This responsibility cannot be delegated to a PAG member.

The National Quality Framework states that the nominated supervisor is the person responsible for the day to day management of an approved service and they have a range of responsibilities including: educational programs, supervision and safety of children, entry and exit from the premises and food and beverages, administration of medicines, sleep and rest, excursions and staffing.

**It is mandatory that all children attending a CPSG kindergarten must not be left alone (or out of sight) with a contractor, visitor, volunteer, student or parent /guardian at the service.** The CPSG Child Safe Policy and Participation of Volunteers and Student Policy references this requirement.

## 6. INSURANCE

---

CPSG will manage payment of the kindergarten's insurance premium as an operating expense.

It is important for insurance purposes to have an inventory of the kindergarten equipment that is updated regularly. In the event of fire/theft or damage, the inventory is critical for insurance and replacement purposes.

The Executive Officer will provide a copy of the Inventory of Assets for each site to the PAG Chair 8 weeks prior to the renewal date of insurance for contents, fire, theft and burglary to assist with updating the asset register which will be returned and kept secure by the Executive Officer.

### 6.1. PUBLIC LIABILITY INSURANCE

Public liability insurance is cover to indemnify against bodily injury or property damage claims made by third parties resulting from negligence on the part of the insured.

Cover in relation to kindergarten is three-fold and is explained below;

- Council, as the owner of a kindergarten property, has public liability cover to protect its legal liability to the building only and does not cover the legal liability of a kindergarten Parent Advisory Group or any contractor.
- CPSG's legal liability to that building is covered under its umbrella public liability policy provided by the Department of Education and Training.
- A Contractor, such as a tradesperson or gardener, requires their own separate public liability cover to protect their legal liability should a person injure themselves or property is damaged as a result of their negligence while carrying out their duties.

The Department of Education and Training's Public Liability Policy covers the kindergarten location and members of the kindergarten Parent Advisory Group and Board of Management whilst performing their duties in relation to kindergarten activities (DET's insurer is Victorian Managed Insurance Authority [www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)).

All contractors must provide to CPSG's Executive Officer a copy of their current and relevant Public Liability Policy that covers them whilst they are carrying out their duties prior to undertaking any works. In the event that the PAG is looking to undertake a project that requires contractors, they should first seek the approval of the CPSG Board, along with a copy of the insurance and note that the minimum amount of cover under this policy should be \$20 million dollars.

### 6.2. PERSONAL ACCIDENT

Members of PAGs and voluntary workers who are injured in the course of carrying out voluntary duties pertaining to the centre, may be covered under the Victorian Managed Insurance Authority (VMIA) policy. Children attending with parents are not covered by this insurance.

Children are not covered for accidental injuries when at kindergarten or on excursion. It is strongly recommended that families be alerted to this. They may choose to take out their own personal insurance cover for their child (e.g. 24 hour accident insurance). Children may be covered in the event of negligent action.

## 7. ROLES AND RESPONSIBILITIES OF EYM PARTNERS

---

**Early Years Management is built on a four-way partnership. The 4 partners include families/PAG, CPSG, Southern Grampians Shire and Department of Education and Training (DET)**

### 7.1. FAMILIES

Kindergarten families support the educational program that CPSG provides. Families can choose to be actively engaged with CPSG by participating in a Parent Advisory Group. The PAG provides families with the opportunity to focus on enhancing the children's experience at kindergarten and connecting with the local community.

PAG facilitates feedback from families accessing their kindergarten service that CPSG manage including:

- The objectives of the kindergarten and CPSG
- The development of kindergarten policy if appropriate
- Decisions that affect opportunities for families to be involved in a kindergarten program
- Development and delivery of the kindergarten program and service delivery, and any community concerns to CPSG
- Input into the future planning of the service
- Fundraising

### 7.2. COMBINED PRESCHOOL OF SOUTHERN GRAMPIANS (CPSG)

CPSG is the Approved Provider and the Early Years Management Organisation for member kindergartens.

CPSG provides service delivery according to their regulatory obligations and assume all responsibilities of an approved provider by law.

The main areas that CPSG is responsible for:

- Strategic planning for the future to ensure viability
- Community engagement of needs of the local community and working collaboratively with Southern Grampians Shire Council, schools and maternal child health services.
- Drive access for all children in the local area to participate in kindergarten programs. Including disadvantaged or vulnerable children, Aboriginal children, children from newly arrived communities, and children with disabilities or developmental delays.
- Engaging families and the broader community in decisions about policies and the educational experiences of children of CPSG kindergartens
- Employing, managing and developing staff
- Financial management to support the strategic management of all resources which includes DET funding, parent fees, and fundraising to ensure each CPSG kindergarten is viable and delivered in the best interests of the community
- Continuously improving through performance monitoring with the DET, MAV and ELAA.

### 7.3. SOUTHERN GRAMPIANS SHIRE COUNCIL

SGSC is responsible for maintenance of SGSC owned buildings. CPSG holds a lease agreement with SGSC in respect of all kindergartens except Branhholme Kindergarten (which is owned by the Branhholme Hall Committee). They also support CPSG and are a source of planning for local community needs.

#### 7.4. DEPARTMENT OF EDUCATION AND TRAINING (DET)

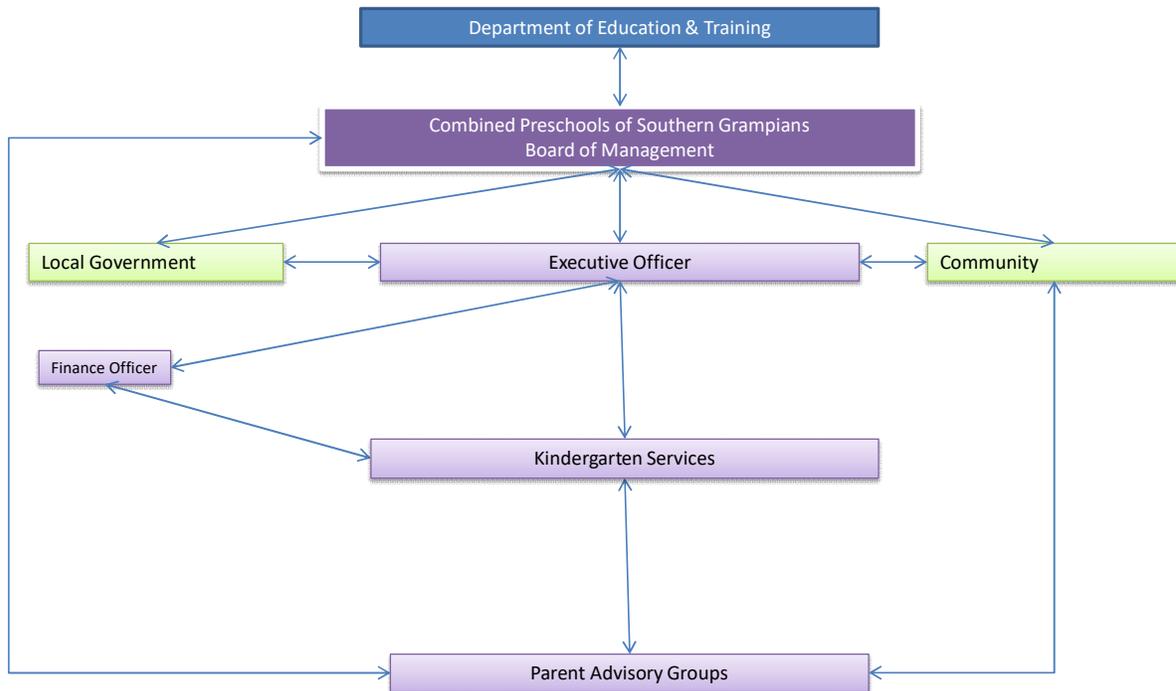
The DET oversees the design, development and operation of CPSG. The main responsibilities are:

- Providing strategic planning and policy direction for CPSG
- Undertaking performance monitoring and evaluation of CPSG
- Providing operational guidance and support
- Planning and organising EYM forums
- Funding providers for CPSG

DET's main role is supported by a partnership with Early Learning Association Australia (ELAA) and the Municipal Association of Victoria (MAV).

**Australian Children's Education and Care Quality Authority (ACECQA):** is responsible for the National Quality Standards, National Quality Framework, provides resources to assist services to meet the Standards and Framework.

#### 7.5. COMMUNICATIONS BETWEEN PARTNERS



## 7.6. WHO IS RESPONSIBLE CHART

Department of Education and Training	CPSG	PAG	Building Owner
<b>Regulatory &amp; Licensing Administration</b>	X		
<b>Policy Implementation</b>	X		
<b>Quality Development</b>	X		
<b>Financial Accountability</b>	X		
<b>Funding and Service Agreement</b>	X		

Governance	CPSG	PAG	Building Owner
<b>Board of Directors</b>	X		
<b>Policy Development</b>	X	Consulted	
<b>Policy Implementation</b>	X		
<b>Strategic Planning</b>	X		
<b>Financial Management</b>	X		
<b>Risk Management</b>	X		
<b>PAG Training and Support</b>	X		
<b>Registration of Enrolments</b>	X		

Employment	CPSG	PAG	Building Owner
<b>Employer</b>	X		
<b>Recruitment</b>	X		
<b>Payroll</b>	X		
<b>Approval of additional hours for educators</b>	X		
<b>Industrial Relations</b>	X		
<b>Workcover</b>	X		
<b>OHS</b>	X		
<b>Performance Monitoring</b>	X		
<b>Professional Development and Training</b>	X		

Kindergarten Management	CPSG	PAG	Building Owner
<b>Operating Patterns</b>	X		
<b>Fee Collection</b>	X		
<b>Building Maintenance</b>	X		X
<b>Grounds Maintenance</b>	X	X	X
<b>Financial Management</b>	X		
<b>Equipment Inventory</b>	X		
<b>Contents Insurance</b>	X		
<b>Continuous Improvement</b>	X		
<b>Asset Register</b>	X		



APPENDIX 2 – BANK DEPOSIT TRANSACTION LISTING

**Bank Deposit Transaction Listing**



Kindergarten: .....

	Date	Description	Amount
<b>Income</b>			

An electronic copy of this form is available on the CPSG website for download and use.



## APPENDIX 4 –POLICIES

---

A copy of the following relevant policies are available on the CPSG website:

- Fundraising Policy
- Complaints and Grievances Policy.

# APPENDIX 5 - PARENT ADVISORY GROUP CODE OF CONDUCT

## BACKGROUND

---

This Code of Conduct has been developed with regard to the responsibility entrusted to the elected members of the Parent Advisory Group (PAG). The fundamental principles outlined in this code of conduct are intended to guide the PAG members to act in a safe, fair and ethical manner for the benefit of the kindergarten and its members. Every member of the PAG is expected to comply with this code in relation to their interactions with one another, staff and parents and when they are representing the service.

## STATEMENT OF COMMITMENT TO CHILD SAFETY

---

CPSG is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

All CPSG staff, volunteers, PAG members and Board members of CPSG are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

## VALUES

---

PAG members are committed to the upholding the Combined Preschool of Southern Grampians (CPSG) Values. These are:

- Maintaining the safety, dignity and rights of each child
- Encouraging children to express themselves and their opinions, and to undertake experiences that develop self-reliance and self-esteem
- Maintaining a duty of care and consider the health, safety and wellbeing of all who come into contact with CPSG and provide a safe, secure and welcoming environment
- Considering the diversity of colleagues and children, including family and cultural values, age, and the physical and intellectual development and abilities of each child
- Encouraging and building positive and collaborative relationships with children, colleagues, families and stakeholders to improve learning and development outcomes for children

## BEHAVIOURS

---

Every PAG member will:

- Adhere to the CPSG Child Safe Policy and uphold a commitment to child safety at all time
- Take all reasonable steps to protect children from abuse
- Report any allegations of child abuse to CPSG and reporting any child safety concerns to CPSG
- Respect Combined Preschool of Southern Grampians vision, mission and values
- Ensure all PAG activities are in compliance with relevant legislation, and in line with the constitution, by-laws and policies and legal requirements as an incorporated association

- Promote the work of the kindergarten and keep informed about its programs and activities
- Ensure that the activities of the kindergarten are responsive to the needs and interests of children
- Acknowledge that the PAG administers a body funded by public money and ensure that its proceedings and financial processes are properly conducted and open to public scrutiny
- Apply the principles of equality and diversity and ensure that the PAG is fair and open in all of its activities
- Uphold the highest standard of professional conduct
- Not undermine or damage the reputation of the Kindergarten or CPSG
- Act in the interests of all members of the kindergarten and not secure any benefit or advantage for themselves
- Disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
- Respect the confidentiality of CPSG information, discussions, and decisions of CPSG
- Act prudently and with probity to protect all financial assets and resources of the Incorporated Association and ensure that they are used to deliver the service’s objectives
- Act with honesty, fairness and openness in all dealings as representatives of the kindergarten PAG
- Conduct themselves in a manner that does not undermine the reputation of the kindergarten, its staff or CPSG

To be signed on election of new Parent Advisory Group members and stored at the kindergarten.

**PARENT ADVISORY GROUP MEMBER DECLARATION**

I, ..... undertake to abide by the CPSG Parent Advisory Group Code of Conduct and in accordance with the procedures outlined in this manual.

PAG Committee (site): .....

Signed: .....

Date: .....

## APPENDIX 6 - WORKING BEE SAFETY CHECKLIST

The below checklist is to be completed prior to any Working bee taking place.

<b>Work procedures</b>		
1.	Has an onsite person been appointed in charge of planning, organising and overseeing activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Are there processes in place for working bees whereby duty of care to paid employees and volunteers is demonstrated (e.g. safe work procedures, instruction, supervision, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Have manual handling tasks been assessed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Have any incidents from similar working bees been reviewed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Have names of volunteers been entered into checklist?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Are first aid procedures in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Safety</b>		
	Is all equipment in safe and serviceable condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Is all equipment regularly maintained?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Training/Supervision</b>		
	Is training carried out as necessary and tools or apparatus used only by competent, trained operators?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Has a supervisor been allocated to be responsible for safe work practices?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Do all participants understand their task and their role?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Have all workers received manual handling training instruction as appropriate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Is team lifting encouraged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Personal Protective Equipment (PPE)</b>		
	Is personal protective equipment (PPE) available for all work (e.g. safety glasses, clothing, masks, hearing protection, gloves, footwear, and sunscreen)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Are voluntary workers encouraged to provide their own personal protective equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO



