

Governance and Management Policy



Beyond the Burrow
EARLY LEARNING & CARE

Service Name:	Beyond the Burrow Early Learning & Care
Policy Relevant to:	Approved Provider, PMC, Nominated Supervisor, all educators, Staff and Families
Last Review:	January 2026
Next Review:	January 2028
NQF:	29, 31, 55, 56, 73, 74, 84, 85, 177B, 157, 161, 162, 167, 168, 170, 171, 172, 173, 176, 177, 180, 181 - 185
NQS:	7.1, 7.1.2, 7.1.3, 7.2.1, 7.2.2, 7.2.3
National Law:	S13, S14, S21, S51, S162, S172, S173, S174, S175, S188
Related Legislation:	Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook. https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

Policy Statement / Rationale

Beyond the Burrow Early Learning & Care is committed to strong, ethical, and transparent governance and management practices that support the delivery of high-quality education and care for children and families.

Effective governance and management provide the foundation for:

- Compliance with legislative and regulatory requirements
- Sound financial and risk oversight
- Clear decision-making and accountability
- A safe, inclusive, and child-centred learning environment
- Continuous improvement and long-term sustainability

Beyond the Burrow recognises that good governance and management are essential to maintaining trust with families, supporting educators, and upholding the rights, wellbeing, and dignity of all children.

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Purpose

The purpose of this policy is to outline the governance and management systems in place at Beyond the Burrow to ensure:

- Compliance with the Education and Care Services National Law and Regulations
- Alignment with the National Quality Framework (NQF), National Quality Standard (NQS), Early Years Learning Framework (EYLF), and My Time, Our Place
- Clear roles, responsibilities, and accountability
- Ethical leadership and decision-making
- Ongoing reflection, review, and continuous improvement

Implementation

Under the Education and Care Services National Regulations, Beyond the Burrow must ensure that policies and procedures are in place in relation to the governance and management of our services (regulation 168) and that we take reasonable steps to ensure those policies and procedures are followed (regulation 170). ACECQA 2021

Definitions

Governance

Governance refers to the systems and processes that guide, direct, and oversee the operation of Beyond the Burrow. Governance focuses on strategic direction, accountability, compliance, risk management, and long-term viability.

Management

Management refers to the day-to-day operational leadership of the service. Management ensures that governance decisions, policies, and procedures are implemented effectively and that daily operations support quality education and care.



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Persons with Management or Control (PMC)

Persons with management or control are individuals who have authority or significant influence over the planning, direction, or control of the service, including executive, operational, or financial decision-making.

The relationship between Governance and Management

In the simplest terms, Governance is responsible for oversight, planning and management, while management takes care of the daily operations. The breakdown in the duties and responsibilities for each section is much more extensive. Whether you take a broad or narrow approach to the difference between governance and management, the differences are specific and distinct.

Those who know their roles well also understand the importance of not blurring the lines between the two roles.

Governance Structure

Beyond the Burrow operates under a governance structure that ensures clear accountability, transparency, and compliance.

Approved Provider

- The Approved Provider holds ultimate responsibility for:
- Legal and regulatory compliance
- Financial oversight and sustainability
- Strategic direction and planning
- Risk management and child safety
- Ensuring policies and procedures are developed, implemented, and reviewed

Persons with Management or Control (PMC)

Where applicable, Persons with Management or Control support the Approved Provider by contributing to:

- Strategic and operational decision-making
- Financial and business planning
- Oversight of compliance obligations



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Delegation of Authority

While certain operational responsibilities may be delegated, the Approved Provider retains overall accountability for governance, compliance, and quality outcomes.

Roles and Responsibilities

Governance Responsibilities

The governance function at Beyond the Burrow is responsible for:

- Setting the vision, values, and strategic direction of the service
- Ensuring compliance with all relevant legislation, regulations, and standards
- Overseeing financial management, budgeting, and viability
- Identifying, monitoring, and managing organisational risks
- Approving and reviewing policies and procedures
- Overseeing the Quality Improvement Plan (QIP)
- Ensuring ethical conduct and transparency

Management Responsibilities

Management at Beyond the Burrow is responsible for:

- Day-to-day operation of the service
- Implementing governance decisions, policies, and procedures
- Staffing, supervision, and professional support of educators
- Maintaining accurate records and documentation
- Communicating effectively with families and stakeholders
- Supporting inclusive, safe, and child-centred practice
- Contributing to continuous improvement processes

Decision-Making and Accountability

Beyond the Burrow is committed to clear, ethical, and transparent decision-making.

Decision-making processes:

- Are aligned with the service philosophy and best interests of children
- Are informed by legislation, policy, and professional standards



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- Respect the roles and responsibilities of governance and management

Conflict of Interest

Any actual or perceived conflict of interest must be declared and managed in a transparent manner to ensure decisions remain fair, ethical, and in the best interests of the service.

Accountability

Accountability is maintained through:

- Clear role definitions
- Regular review of compliance and performance
- Documentation of decisions and actions
- Ongoing reflection and review

Risk Management and Compliance

Beyond the Burrow recognises governance responsibility for identifying and managing risks that may impact:

- Child safety and wellbeing
- Work health and safety
- Financial sustainability
- Regulatory compliance
- Operational continuity

Risk management strategies include:

- Regular review of policies and procedures
- Monitoring compliance with National Law, Regulations, and Family Assistance Law
- Maintaining appropriate insurance and financial controls
- Responding promptly to identified risks or incidents

Confidentiality and Record Management

Beyond the Burrow is committed to protecting the privacy, dignity, and confidentiality of children, families, educators, and staff.



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- All records are:
- Accurate and current
- Stored securely
- Accessed only by authorised persons
- Managed in accordance with legislative requirements

Information is only disclosed where legally required or necessary to fulfil professional responsibilities.

Continuous Improvement

Governance and management at Beyond the Burrow are committed to continuous improvement.

This is achieved through:

- Regular review of governance and management practices
- Reflection on service performance and outcomes
- Feedback from children, families, educators, and stakeholders
- Ongoing updates to the Quality Improvement Plan (QIP)

Governance oversees improvement priorities, while management implements and monitors actions.

Related Policies and Documents

- Educator Staffing Arrangements Policy
- Code of Conduct
- Risk Management Framework
- Work Health and Safety Policy
- Child Safe Environment Policy
- Privacy and Confidentiality Policy
- Quality Improvement Plan

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Sources

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Early Childhood Australia Code of Ethics. (2016).

Early Learning Association Australia (ELLA) *Employee management and development kit* (2014)

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Education and Care Services National Law Act 2010. (Amended 2023).

Education and Care Services National Regulations. (2011). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

Revised National Quality Standard. (2018).

Work Health and Safety Act 2011 (Cth).

Review History

<i>Policy Approved By:</i>	Charné Chandler	Approved Provider/Director	January 2026
<i>Policy Reviewed</i>	-	<i>Next Review Date</i>	January 2028
<i>Modifications</i>			