**Governance framework**

**Purpose**

This framework describes the governance structure for Toowoomba Catholic Kindergartens and Care (TCKC).

**To whom it applies**

This framework applies to all TCKC and Toowoomba Catholic Schools staff.

**Guiding principles**

This framework is guided by civil and Church laws and demonstrates our belief that subsidiarity, partnership and shared responsibility enable each person to contribute fully to the provision of quality early years learning and care services.

**Related policies and legislation**

* Education and Care Services National Law 2010
* Education and Care Services Regulations 2011
* Privacy Act 1998 (Cth) and Australian Privacy Principles

**Framework**

1. The Corporation of the Roman Catholic Diocese of Toowoomba – Early Learning and Care (trading as TCKC) is the overarching authority for all Diocese of Toowoomba Catholic kindergarten and care services.
2. The Executive Director: Catholic Schools (ED:CS) and Senior Manager: Kindergartens and Care (SM:KC) are delegated as TCKC key contacts.
3. The ED:CS and SM:KC have been delegated with authority to determine priorities, appoint staff and ensure a service operates in accordance with the National legislative requirements through the Toowoomba Catholic schools, kindergartens and care charter.
4. TCKC have a Kindergartens and Care team that consists of the SM:KC and a TCKC Support Officer. This team is extensively supported in a collaborative manner by a TCKC accountant, HR representative and other Toowoomba Catholic Schools staff.
5. Diagram 1 explains the supervisory and support model of governance for TCKC.

Executive Director: Catholic Schools

Senior Manager: Kindergartens and Care

Kindergarten Directors

OSHC Coordinators

Kindergarten staff

OSHC staff

**Toowoomba Catholic Schools Office**

* Office of the Executive Director
* Teaching and Learning Directorate
* Finance and facilities team
* Human Resources Directorate
* Formation and Identity Directorate
* Senior Education Leaders

**Toowoomba Catholic Schools**

* principals

TCKC Services Officer

Collaborative partnership

Collaborative partnership

school principal and staff

*Diagram 1 – TCKC governance model*

1. The Nominated Supervisor of each service is generally appointed to the Service Director or Coordinator role and is directly responsible for all operations at the service
2. The Nominated Supervisor is
3. legally bound by the Education and Care Services National Act and Regulations
4. responsible for ensuring the National Quality Framework and other relevant government documents are referred to and actioned accordingly
5. expected to refer to and action TCKC policies, procedures and philosophy statement.
6. At every service an advisory committee will be established to provide advice to the service in relation to local issues.
7. Information shared through the governance model is to comply with the Privacy Act 1998 (Cth) and the Australian Privacy Principles.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

*1/01/2023*