# Member Information and Agreement

**Farm Road Pre-School is an incorporated organisation.**

An incorporated organisation:

* is a formal structure that provides a legal entity status separate to its members, which continues on after the members leave
* enables the group to own assets and provides limited liability for the group’s members
* provides a set of rules by which the entity will operate including accepting certain legal responsibilities
* legally requires a Committee of Management to govern the organisation.

**Farm Road Pre-School is a paid member of the Early Learning Association Australia (ELAA)**

The ELAA:

* is a national body championing excellence in early learning for children across Australia
* provides support to parents and service providers through providing advice and advocacy

**Farm Road Pre-School is governed by a Constitution.**

The Constitution:

* is the founding document that sets out the purpose and rules of the pre-school
* should be used to guide the operations of the association and decisions made by the COM
* is a living document, regularly updated to reflect the direction and practice of the pre-school.

**Farm Road Pre-School has a Kindergarten Philosophy.**

The philosophy as displayed in the foyer:

* is seen by all stakeholders to encompass the guiding principles of the association
* includes creating an inclusive environment, the benefits of play, the roles of educators and the COM, our commitment to the environment and sustainability and cultural diversity
* acknowledges the role of the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Years Learning Framework (EYLF).

**Farm Road Pre-School maintains an elected Committee of Management (COM)**

The COM:

* is elected by the members of the association (parents attending the pre-school) on an annual basis
* is the decision-making body of the organisation and has the power and responsibility to ensure the proper management of the association
* acts within the statutory requirements of the Associations Incorporation Act 1981, Associations Incorporation Regulations and the Farm Road Pre-School Constitution
* acts within the ‘Governance and Management of the Service Policy’ which outlines the duties, roles and responsibilities of the COM.

**Each COM member must commit to the principles of the Governance and Management of the Service** **Policy**

The policy documents the:

* core elements of governance including Stewardship/custodianship, Leadership, forward planning and guidance and Authority, accountability and control
* legal liabilities of members of the COM
* responsibilities of the COM
* the importance of confidentiality (as per the Privacy and Confidentiality Policy)
* the ethical practices expected at the pre-school
* how to manage conflicts of interest

**COM members and staff must comply with the Privacy and Confidentiality Policy**

The policy:

* provides guidelines for the collection, storage, use, disclosure and disposal of personal information at Farm Road Pre-School
* ensures compliance with privacy legislation

**COM members and staff must comply with the Code of Conduct Policy**

This policy:

* establishes a standard of behaviour that reflects the philosophy, beliefs, objectives and values of the pre-school
* promotes desirable and appropriate behaviour
* ensures that all interactions at the pre-school with children and adults is respectful, honest, courteous, sensitive, tactful and considerate

**COM members and staff must comply with the Information Technology and Communication Policy**

This policy provides guidelines to ensure that all users of information and communication technology (ICT) at Farm Road Pre School or on behalf of Farm Rd Pre School:

* understand and follow procedures to ensure the safe and appropriate use of ICT at the service, including maintaining secure storage of information
* take responsibility to protect and maintain privacy in accordance with the service’s Privacy and Confidentiality Policy
* are aware that only those persons authorised by the Approved Provider are permitted to access ICT at the service
* understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.

**COM membership is for a one year period only**

* if a Committee Member needs to resign prior to the term of office expiring, the COM requires the resignation in writing
* the COM reserves the right to ask any committee member to step down if the majority of the COM believes the COM member Agreement has been violated.

**Confidentiality is the responsibility of every member of the COM**

* all issues and discussions, which occur at any COM meeting, should occur within the context of the confidential nature of such information. COM members and staff should refrain from discussing such confidential matters outside these meetings
* COM minutes are displayed for all parents to read. Minutes of confidential discussions would be separately attached to COM members’ minutes **only** and not displayed for the general parent body. Any queries from members of the pre-school to COM members, about meetings, should therefore be referred to the displayed minutes at the centre, or directed to the president
* During discussions and in minutes of the meeting, COM members should refrain from mention of actual names, when referring to outstanding fees, complaints, etc.

Please sign, date and return the declaration below to the pre-school, marked Attention: Secretary

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**Farm Road Pre-School Inc.**

**Committee Of Management Member Declaration**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COM Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick to ensure you have read and understood the following important documents of Farm Road Pre-School:

* Constitution
* Our Kinder Philosophy
* Governance and Management of the service Policy
* Privacy and Confidentiality Policy
* Code of conduct Policy
* Information & Technology Policy
* Occupational Health & Safety Policy

Please tick to confirm you have completed an online application for a Police Check (executive committee only) and working with children check

* Police Check completed online
* Working with children check online

## Member Declaration

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) undertake to:

* abide by the Constitution and Philosophy of Farm Road Pre-School
* comply with the policies of Farm Road Pre-School
* carry out the role of COM member to the best of my ability
* treat all information received as a COM member in utmost confidence
* disclose all actual, potential or perceived conflict of interest immediately
* abide by all processes to manage conflict

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**