



Glen Eira Kindergarten Association INC.

Volunteer PAG Terms of Reference

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1. ESTABLISHMENT OF THE GEKA VOLUNTEER PARENT ADVISORY GROUP

Each service operated by the Glen Eira Kindergarten Association (GEKA) as the Early Years Management (EYM) group, may choose to elect a Volunteer Parent Advisory Group (PAG).

The GEKA Volunteer PAG, as representatives of families, work in consultation with GEKA to support GEKA's vision and mission to develop strong community connections. The establishment of the GEKA Volunteer PAG is an essential component of a high-quality early childhood service. It enables families to provide a community perspective and help to enhance the social community. The GEKA Board endorses the GEKA Volunteer PAG carrying out the functions set out in section 2a as an acknowledgment of the expertise and skills that families bring to the kindergarten community.

2a FUNCTIONS OF THE VOLUNTEER GEKA PAG

A Volunteer PAG supports the EYM organisation to deliver an effective EYM service, which is guided by the EYM vision; the EYM Outcomes and Performance Framework; the EYM Terms of Reference; and the EYM Kindergarten Operating Guidelines. This includes functions such as:

- Engaging the kindergarten community in a manner that aligns to GEKA as the Early Years Management organisation and the GEKA Board

Includes:

- Acting as a consultative body in the development of the kindergarten community, including providing feedback via the family survey and conversations. This feedback is captured as part of the service's Quality Improvement Plan (QIP)
- Reporting the achievements of the Volunteer GEKA PAG to GEKA

- To further the awareness of the GEKA philosophy and reflect these in the activities of the GEKA Volunteer PAG
- To organise activities that foster and facilitate community engagement among families, educators and the local community

For example, organising social events, working bees, events or fundraising, suggesting grant or donation opportunities.

- To work with GEKA Management to identify areas of need within the kindergartens, consistent with the philosophy of the service, and undertake fundraising activities to address those needs
- To perform any other functions that are authorised by GEKA Management that support GEKA in achieving their objectives as an EYM and fulfilling the GEKA philosophy.

2b FUNCTIONS OF THE EYM

EYM organisations provide leadership and management to funded community-based kindergartens services, and to other complementary Early Years services. Under the EYM Policy Framework (as developed by the Department of Education and Training 2016), GEKA must:

- Provide service delivery according to our regulatory obligations, the EYM Policy Framework, the EYM Operating Guidelines, the Kindergarten Guide, the NQF, and Funding and Service Agreements
- Assume all responsibility of an approved provider as specified in the National Law and the regulations
- 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
- Strategically plan for the future to ensure the organisation is viable, in step with policy reforms and positioned to implement innovation
- Engage with the local community to gain a broad understanding of the needs that relate to the services they manage, and work collaboratively with local government, schools and other service providers to plan for and provide responsive services
- Drive access for all children, and proactively seek the participation of children experiencing vulnerability or disadvantage, children from indigenous backgrounds, children from newly arrived communities, and children with disabilities or developmental delays
- Engage families, parents and the broader community in decisions about policies and the educational experiences of children in our services
- Employ, manage and develop 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
- Continuously improving through performance monitoring
- Ensure it is at all times an approved provider carrying on an approved education and care service in accordance with the Act and Regulations
- In conjunction with local government, coordinate all enrolments of the children in the kindergarten
- Ensure appropriate risk management procedures are in place
- Provide the kindergarten services in accordance with the National Quality Framework and ensure that it always complies with the Applicable Laws
- Always ensure that a valid insurance policy is held by GEKA for:
 - public and product liability insurance for an amount no less than \$20 million which includes but is not limited to coverage for all Volunteers of the kindergarten
 - workers compensation insurance for an amount no less than \$20 million
- Have appropriate building and contents insurance
- Manage all complaints and critical incidents made by any party in relation to the kindergarten services including notifying DET as required
- Continue to provide the kindergarten services at the regular times and days specified
- Reassign and/or move teaching staff between the various groups of the kindergarten as required
- Conduct an annual survey with the families in relation to their satisfaction with the kindergarten services and report back to the community
- In consultation with the educational teams, prepare and submit the annual Quality Improvement Plan for each service to DET as required by the regulations
- Prepare and submit the annual Service Improvement Plan to DET as required by the Regulations
- Be responsible for the GEKA website and all social media
- Use its best efforts and all reasonable endeavors to achieve an exceeding rating in accordance with section 57 of the Regulations.

3. DEFINITIONS

Department of Education and Training (DET) – the funding body.

Early Years Management (EYM) – Formally known as Kindergarten Cluster Management, EYM brings together a group of community-based kindergartens under the management of a single organisation.

EYM Organisation – The organisation responsible for the overall management and delivery of kindergarten and other early years services under their organisation.

Early Years Services – Services supporting the learning and development of children from birth to eight years old, such as kindergartens, play groups, long day care, and occasional care.

Funding and Service Agreement (FASA) – The contractual relationship between DET and a funded entity, such as an EYM or standalone kindergarten. It sets out roles and funding arrangements.

GEKA- Glen Eira Kindergarten Association – the Early Years Manager of each GEKA service.

GEKA Delegate – Either the GEKA CEO, the GEKA GM Operations and Educational Leadership, or a member of the GEKA team as directed by the GEKA CEO.

National Quality Framework (NQF) – The NQF includes the National Law, the National Regulations and the National Quality Standard. The NQF focusses on raising standards and guides ongoing advances and stability in Australian education and care services.

Pandemic - A pandemic is the worldwide spread of a new disease, such as the coronavirus (COVID-19). It can also be defined as an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.

Volunteer Parent Advisory Group (PAG) – The group of people that support the EYM in building social connections and fundraising. Membership is voluntary and open to all families (parents/guardians) whose children currently access the EYM service.

Service Monitoring Framework – The framework the Department uses for monitoring service agreements with EYM organisations and stand-alone kindergartens.

4. COMPOSITION

4a Membership

Each GEKA Volunteer PAG will be comprised of interested parent/guardian members who have children currently enrolled and attending a GEKA service, and is overseen by GEKA Management.

Membership of the Volunteer PAG is available for one year. Interest for the following year can be expressed at the time of enrolment.

4b Nomination and Selection

GEKA will convene the GEKA Information and Induction Evening in Term 1 each year, at which time families can formally express interest in being part of the Volunteer PAG.

4c Election of GEKA Volunteer PAG Positions

GEKA encourages the following positions in order to fulfil the functions of the group:

- Facilitator/Lead Volunteer
- Communications Representative
- Social and Fundraising Representative
- Maintenance Representative
- Sustainability Representative

The roles and responsibilities of the above positions are outlined in the *GEKA Volunteer PAG Manual*.

Each Volunteer PAG member will at all times act in the best interests of the GEKA Community (ie families, GEKA Kindergartens and Volunteer PAGs, local community groups, schools, associations, local governments, etc), and abide by all relevant GEKA Policies, specifically the GEKA Code of Conduct Policy and Privacy and Confidentiality Policy.

Each Volunteer PAG member must acknowledge the GEKA Code of Conduct upon their appointment to the Volunteer role, which outlines the behaviours expected of Volunteer PAG members given they are representing GEKA in their activities. These two documents must be signed upon commencement into the role.

5. VOLUNTEER PAG MEETINGS

5a Frequency

Each GEKA Volunteer PAG should meet at least once per term (or four times a year) to encourage connection and community building. A calendar of meeting dates needs to be provided to GEKA Management at the beginning of the year.

5b Conduct of Meetings

An agenda needs to be sent to GEKA Management via info@geka.org.au at least one week in advance of each meeting. Agenda items must have relevance to the role of the Volunteer PAG as a whole and not relate to specific children or families.

Members must be mindful of the functions of the GEKA Volunteer PAG and always conduct themselves respectfully and in a manner consistent with the GEKA Volunteer PAG's community-building objectives, and GEKA Code of Conduct.

5c Conflicts

Members must declare interests in relation to any item discussed by the GEKA Volunteer PAG.

If members have a vested interest in a matter other than in their capacity as a parent of a child currently participating the kindergarten program, this needs to be made known to the GEKA Volunteer PAG and noted in the minutes.

This includes where individuals or businesses closely connected to a member may stand to benefit from a fundraising or expenditure decisions, or where an individual or business closely connected to a member may benefit from information obtained from involvement in the group.

The Facilitator/Lead Volunteer in consultation with other members of the group will determine what course of action to take in respect of declared conflicts, which may include:

- noting the declaration in the minutes
- asking the member to abstain from participating in a discussion or decision-making or both
- requesting the member to step out of the meeting for the relevant agenda item.

5d Decision-making

Where possible, decisions will be made by consensus. If consensus is not achieved, a show of hands may be called by the GEKA Volunteer PAG Facilitator/Lead Volunteer, in which case a majority of votes (one more than half the total members) at a properly constituted meeting will carry the resolution.

Volunteer PAG members may seek that the minutes note that they have abstained or voted against a motion if they request.

Decisions of the Volunteer PAG must be aligned with GEKA's vision and overarching philosophy. They must also be in line with the requirements of DET as the funding body through adherence to the requirements of the Early Years Policy Framework.

5e Location

The GEKA Volunteer PAG may meet at a location off-site provided that due consideration is given to ensuring that appropriate levels of confidentiality are maintained in relation to GEKA.

6 GEKA CONSULTATIVE GROUP

EYM organisations establish processes that ensure regular consultation occurs with families who are currently accessing the service, and with those looking to access the service in the near future. For EYMs, a Volunteer PAG is a useful conduit for engaging the broader community that is accessing the service.

GEKA has made a commitment to engaging families through the facilitation of Consultative Group meetings, whereby a Volunteer PAG representatives from each service is invited to share ideas and provide input relevant to their role.

The purpose of the Consultative Group is to:

- Provide the GEKA Volunteer PAG with guidance on their roles and responsibilities.
- Align the kindergartens to GEKA culture and philosophies.
- Review and amend relevant documentation and references relating to GEKA Volunteer PAGs, GEKA Consultative Group, etc.
- Provide the GEKA Volunteer PAG members with mentoring and support in their fundraising, social events and maintenance roles and functions.
- Provide the GEKA Volunteer PAG with an opportunity to network and to share ideas.
- Provide feedback and insight where sought by GEKA Management and the GEKA Board.

7. OPERATIONS OF THE GEKA VOLUNTEER PAG AND EYM

7a Community-building activities

To ensure that events align with the overarching philosophy, it is important for the GEKA Volunteer PAG to share with GEKA Management an annual calendar of proposed activities to be known as the **GEKA Volunteer PAG Community Engagement Strategy (CES)**. The CES needs to detail the benefits and/or revenue of each proposed activity and in the case of a fundraising activity, the purpose of the fundraiser. It is expected that the CES will be presented to GEKA Management early in the year. This can be updated throughout the year as required.

The GEKA Volunteer PAG need to ensure that the CES is reviewed and approved by GEKA Management prior to implementation. In the case where a new activity is suggested after the CES has been approved, details of the proposed activity need to be put in writing to GEKA for approval prior to its implementation. This will ensure all legal liability and philosophical alignment is met.

GEKA will ensure the proposed activities are covered by its insurances and do not pose a threat to its reputation, nor give rise to any unreasonable risks to the participants.

In conducting an activity, the GEKA Volunteer PAG needs to take into consideration the following:

- compliance with any relevant laws
- compliance with COVID safe guidelines (as relevant)
- compliance with any permits that are required in relation to the activity
- ensuring that any activity is conducted in a manner that is consistent with GEKA's insurances
- aligned to GEKA's vision and overarching philosophy
- not acting in a manner that would give rise to any unreasonable risk to participants or pose a threat to GEKA's reputation
- compliance with any lawful and reasonable direction issued by GEKA relating to the manner in which the activity is to be conducted.

7b Reports

The GEKA Volunteer PAG will be invited to report on its activities to GEKA Management when appropriate.

A member of the GEKA Volunteer PAG will, on behalf of the group:

- Communicate as required with and via the GEKA Management (info@geka.org.au or by phone).
- Provide GEKA Management with an agenda for any Volunteer PAG meetings at least one week prior to a meeting
- Provide GEKA Management with minutes of any Volunteer PAG meetings within one week of a meeting
- Provide the GEKA Management with details of each completed fundraising activity as soon as possible

Should any extra-ordinary Volunteer PAG meetings occur on GEKA premises, GEKA Management must be informed of the purpose of the meeting, and the proposed date and time. This ensures that GEKA can meet all compliance and WH&S obligations.

GEKA will provide:

- Copies of the fundraising account balance for each service each term

- A GEKA newsletter each term incorporating service information
- An agenda for the Consultative Group meetings prior to a meeting
- Minutes of the Consultative Group meeting within one week of a meeting
- Details of the Family Information Night dates prior to the event
- Details of the GEKA AGM one month prior to the event

7c Financial Management by the Volunteer GEKA PAG

The GEKA Volunteer PAG do not have any financial management of any funds raised on behalf of GEKA, however, when raising funds, will follow the financial management guidelines outlined below:

Fundraising Account

Each GEKA Volunteer PAG is allocated a fundraising account. The account is managed by GEKA and records the expenditure and revenue of the relevant GEKA Volunteer PAG.

Revenue

All monies raised by, and on behalf of, the GEKA Volunteer PAG, must be raised in the manner set out in the CES as approved by GEKA Management. Matters of money collection and security are subject to any guidelines provided to the GEKA Volunteer PAG by GEKA Management (please see the GEKA Volunteer PAG Manual for more details).

All cash must be kept in a secure locked container or be banked directly as soon as possible.

Any Volunteer PAG representative that handles money, will be required to obtain a Police Check (a requirement as per the annual financial auditing processes) and provide a copy of this to the GEKA Finance.

All donations must be provided with details providing the name and address of the donation as well as the amount and the date to enable GEKA to provide a receipt.

Records must be kept of all revenue raised (details in the GEKA Volunteer PAG Manual). Costs and expenses of fundraising or any costs and expenses of the GEKA Volunteer PAG must not be taken from the revenue prior to banking, but must be claimed separately from GEKA Finance.

Funds raised by each kindergarten will be for the use of the kindergarten it was raised by. Should the fund-raising account accumulate to more than \$15,000 and there is no plan for expenditure in the near future (excluding funds awaiting approval for Community Building Expenditure and Capital Expenditure by GEKA), those funds may be consolidated into the GEKA account with prior discussion between GEKA Management and the Volunteer PAG.

Expenditure

The Volunteer GEKA PAG is not authorised to spend any money from the Fundraising Account unless the expenditure is:

- “Community Building Expenditure” as prescribed below; or
- “Capital Expenditure” as prescribed below

Expenditure relating to either the CES or Capital works must be consistent with the *Guidelines for Expenditure of Funds* detailed in the GEKA Volunteer PAG Manual.

GEKA will consult with each GEKA Volunteer PAG regarding the expenditure of funds. The final decision regarding the expenditure of fundraising funds will be determined by GEKA as the Early Years Manager of the service.

Community Building Expenditure

Community Building Expenditure is expenditure that satisfies each of the following criteria:

- it is directly associated with a particular Community Engagement activity
- it has been recorded in the Community Engagement Strategy (CES)
- it has been approved by the GEKA Management

The GEKA Volunteer PAG must regularly monitor their Fundraising Expenditure, to ensure that they do not exceed the amount of expenditure as detailed in the Community Engagement Strategy. The GEKA Volunteer PAG is responsible for obtaining receipts for all purchases, and providing those receipts via email to GEKA Finance.

Capital Expenditure

Capital Expenditure can only occur with the approval of GEKA Management and/or GEKA Board.

Capital Expenditure will only be approved by the GEKA Finance Committee of the GEKA Board where the GEKA Volunteer PAG has raised sufficient funds to support the Capital Expenditure. If capital expenditure is required that exceeds the current fundraising dollars of the service, this must be identified within GEKA's five-year capital plan for expenditure, and will be funded (if approved) by GEKA. The five-year plan is updated each year in consultation with the Volunteer PAGs.

Reimbursements from the Fundraising Account

It is recognised that in some instances, to enable the GEKA Volunteer PAG to carry out its operations efficiently, members will need to purchase items from their own funds for GEKA Volunteer PAG purposes and seek reimbursement from the GEKA Account subsequent to the expense being incurred.

In such cases, members need to create an email record of the intention to purchase the item from their own funds to members of the GEKA Volunteer PAG for approval.

The member must provide a receipt and completed reimbursement documents (refer to the GEKA Volunteer PAG Manual for the reimbursement document) to GEKA Finance in order to obtain reimbursement. Reimbursement documentation needs to be sent as soon as practicable thereafter.

Responsibilities of the GEKA Volunteer PAG

The GEKA Volunteer PAG is responsible for ensuring that:

- all funds raised by, and on behalf of, the GEKA Volunteer PAG are lodged with GEKA Finance as soon as practicable after the fundraising activity. GEKA Finance will ensure the funds are credited to the appropriate GEKA Account
- after the conclusion of each fundraising activity, the GEKA Volunteer PAG must provide a report of the fundraising activity, including the accounts showing:
 - the funds raised by, and on behalf of, the GEKA Volunteer PAG in respect of that fundraising activity;
 - the total expenditure associated with that fundraising activity; and
 - the net financial gain (or loss) associated with that fundraising activity

- any requests for account balances
- a regular report is made to the GEKA Volunteer PAG from GEKA Finance regarding the account balance of the Dedicated Account.

GEKA Finance will be responsible for ensuring that any withdrawals are consistent with the approved CES. GEKA Finance will lodge any requests for withdrawals with the GEKA Management.

Auditing

Each fundraising account will be audited with, and as a part of, the accounts of GEKA, whenever GEKA accounts are audited (at least annually).

Financial Reporting

Each GEKA Volunteer PAG must maintain accounts and records of all activities, including all deposits and withdrawals from the Fundraising Account (see Volunteer PAG Manual).

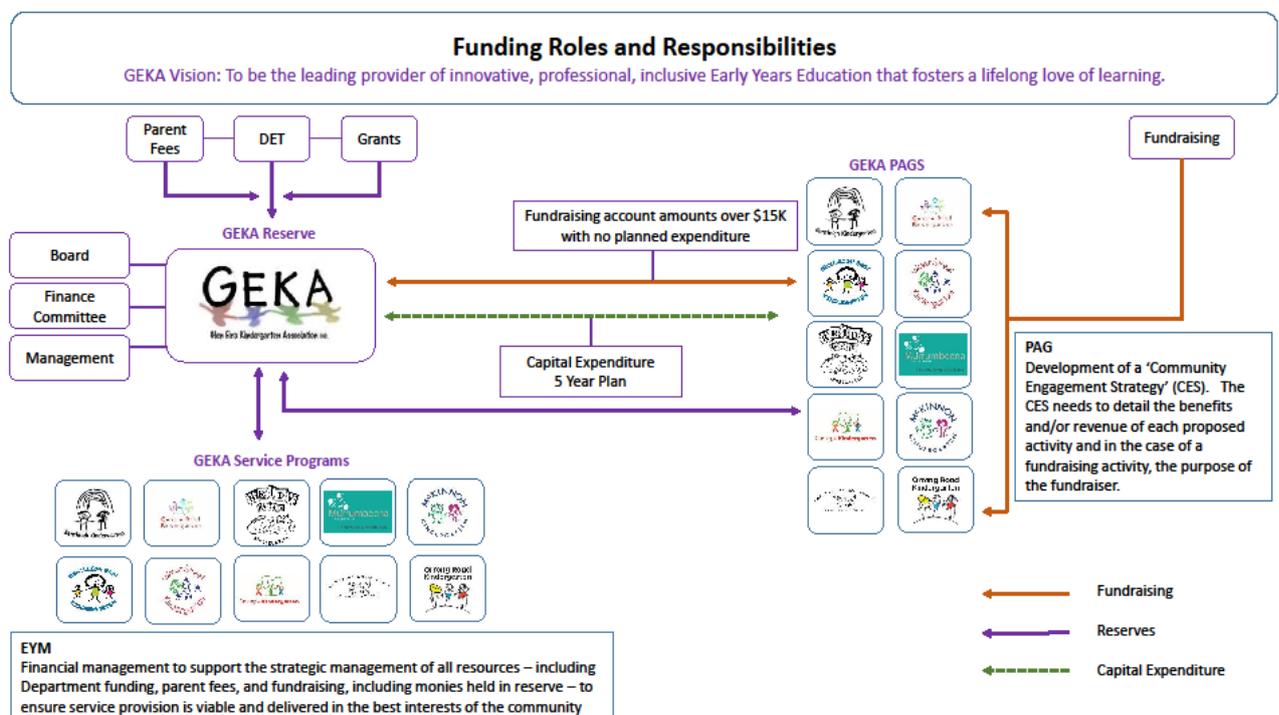
7d Financial Management by the EYM

GEKA will apply to DET, and any other relevant party, for the funding it is entitled to receive in relation to the services it provides, and will enter into appropriate agreements with DET.

GEKA will have the discretion to apply the funding as it sees appropriate, provided expenditure is for the benefit of a kindergarten managed by GEKA in accordance with the National Quality Framework.

The Funding GEKA receives, has received or will receive will be the responsibility of GEKA.

The following diagram depicts the funding roles and responsibilities of GEKA as the EYM and the Volunteer PAGs (also available on the GEKA website).



8. DISPUTE RESOLUTION

Should a dispute arise between a GEKA Volunteer PAG member and an employee of GEKA, the Grievance and Dispute Policy is available on the GEKA website.

9. REVIEW

The Terms of Reference remains in place until such time that a change is required. For example, in line with any changes to organisational and/or Government policy, at which time an updated document will be prepared in consultation with the Volunteer PAGs.

10. APPROVALS AND REVISION

These Terms of Reference were originally developed in June 2018 in consultation with the 2018 PAGs. They are updated in Q1 each year following feedback from the previous 12-month period.

Date	Version	Author	Revision Description
Q2 2018	1.00	GEKA Management & GEKA 2018 Volunteers	New Policy
Q1 2019	2.00	GEKA Management	Annual Review
Q1 2020	2.00	GEKA Management	Annual Review
Q1 2021	3.00	GEKA Management	Annual Review