

Governance Policy

1. Status of this Policy

This policy shall replace the Constitution of the Rhodes Day Care Centre as constituted by the Rhodes University Staffing Association (which no longer is in existence).

2. Aims and Objectives of the Centre

The primary purpose of the Rhodes Day Care Centre is to provide day care/custodial facilities for children between the ages of one year to under five years. In doing so, the Centre provides a stimulating environment where children can learn through play and social interaction. The educational programme provided will strive to ensure that children are ready to enter grade R (pre-primary).

The Centre is a non-profit association.

3. Services

The services of the Centre are available to staff of the University and its associated institutes and students of the University, in that order.

4. Institute Status of the Centre

The Rhodes Day Care Centre is regarded by the University as being an institute associated with the University. This means that the Centre is responsible for its own management and for ensuring appropriate funding including from sources other than the University.

However, since it is associated with the University, there is an expectation that the Centre will adhere to the policy requirements of the University and that the management of the Centre will not bring the institution into disrepute.

5. Management Committee

Previously, known as the Parents Committee, the Management Committee of the Centre shall be responsible for ensuring the long-term viability of the Centre in terms of:

- Service delivery
- Ensuring a full quota of children attending the Centre
- Financial viability
- Working within the parameters of the relevant legislation.

6. Selection of Office Bearers

At the Annual General Meeting of the Centre each year, the parents shall nominate and elect five new members of the Management Committee from amongst the parents who have children at the Centre. These individuals, amongst themselves, shall determine which portfolio will be assumed by each person in terms of the following roles:

- Chairperson
- Vice-Chair and Treasurer
- Administrator
- Fundraiser
- Health, Hygiene and Safety Officer
- Other members of Committee shall include:
 - Co-ordinator
 - Assistant Co-ordinator

- A HR representative (from the HR Division in University)
- Education Advisor; Someone involved in the education of children from the age of 1 to 5 years who can provide advice on the educational philosophy and programme of the Centre and who may be able to assist in securing resources of an educational nature for the Centre.

An additional two committee members maybe elected at a Annual General meeting if there are additional parents willing to serving on the committee. The portfolios will be general in nature.

7. Responsibilities of Office Bearers on the Management Committee:

The responsibilities of the different Office Bearers shall be as follows:

- Chairperson* shall be responsible for the effectiveness of the Management Committee and Centre including:
 - Ensuring that the Management Committee is executing its functions
 - HR matters including selection of staff and dealing with staff performance of the Centre
 - Acting as the University liaison
 - Proposing and dealing with policy matters
 - Deciding on admissions for following year
 - Dealing with parents regarding admissions queries where decisions taken are being queried
 - Handling of exclusion of children from the Centre
 - Chairing Management Committee meetings
 - Assisting with Fundraising activities
- Vice-Chair and Treasurer* shall be responsible for the financial matters of the Centre and will assist the Chair including:
 - The timeous submission of budget projection application to the University and setting of annual Centre budget in line with University budget allocation
 - Proposing fee increases for following year in line with financial statements
 - Proposing what fundraising funds need to be accessed during the year
 - Proposing staff financial matters for the following year
 - Ensuring that the appropriate procedures are in place for collection of fees from parents and debt collection
 - Ensure appropriate cash flow of the Centre to meet costs
 - Ensure appropriate investment of any Centre funds to ensure a sound return
 - Ensure appropriate financial reserves of the Centre in the event of a crisis
 - Liaising with the Co-ordinator as regards financial matters
 - Reporting quarterly on the financial situation of the Centre and advocating any necessary steps that need to be taken to ensure viability
 - Deciding on admissions for following year
 - Assisting with the selection of staff for the Centre
 - Assisting the Chair with any disciplinary matters related to the conduct and performance of the Co-ordinator of the Centre
 - Chairing of Management Committee meetings in Chairs' absence
 - Acting as the University liaison in the absence of the Chair
 - Assisting with Fundraising activities
- Administrator* shall be responsible for the administrative matters of the Centre including:
 - Setting agenda and minute taking at Management Committee meetings
 - Drafting, photocopying and distribution of relevant documentation associated with the running of the Centre
 - Maintaining the Management and Administrative Manual of the Centre
 - Assisting the Co-ordinator or Assistant Co-ordinator with the securing of resources and services within the University

- Assisting with Fundraising activities
- d. *Fundraiser* shall be responsible for spearheading the fundraising activities of the Centre including:
- Consulting with the Treasurer on confirming amount of fundraising funds that need to be raise
 - Planning and organizing and managing fundraising projects to ensure funds for the Centre, liaising with staff on the Management Committee
 - Liaising with other University officials involved in any fundraising activities including liaison with the Fulcrum Forum as regards the Fun Run/Day event.
- e. *Health, Hygiene and Safety Officer* shall be responsible for ensuring that the health, hygiene and safety factors are taken care of within the Centre including:
- Updating of relevant policy
 - Ensuring adherence of staff to the policy
 - Training of staff where necessary
 - Liaising with the Co-ordinator and Assistant Co-ordinator in this regard
 - Acting as the Management Committee's representative with parents and others regarding these matters
 - Assisting with Fundraising activities
 - It is recognized that this Officer may not be a health professional in his/her own right and finding such a person within the parent body may be difficult. Therefore, this person will be required to liaise externally with appropriately qualified health professionals in the execution of the above responsibilities.
- f. The *Co-ordinator* of the Centre shall be responsible for:
- Providing the Management Committee with relevant, accurate information regarding the activities of the Centre
 - Raising any policy concerns with the Management Committee
 - Liaising with the relevant members of the Management Committee as regards procedural matters e.g., financial matters with Treasurer
 - Acting as a liaison for staff of the Centre with the Management Committee and vice versa
 - Acting as a liaison for the Management Committee with parents
 - Assisting with the selection of staff for the Centre
 - Assisting with Fundraising activities
- g. The *Assistant Co-ordinator* shall be responsible for:
- In the absence of the Co-ordinator, fulfilling his/her responsibilities as outlined above.
 - Assisting the Co-ordinator in his/her responsibilities as outlined above.
- h. A *HR representative* (from HR Division in University) shall be responsible for assisting the Management Committee with HR matters including:
- Ensuring that the Committee is aware of University HR Policy
 - Ensuring that the Committee is making decisions that meet legal requirements
 - Referring the Committee to appropriate personnel in HR for advice and assistance.
- i. *Education Advisor* who can assist the Management Committee in ensuring the quality of the educational programme at the Centre including:
- Ensuring that the programme offered at the Centre is preparing children for the next stage of their development
 - Where relevant, assisting the Co-ordinator with the educational programme by referring him/her to appropriate resources
 - Assisting the Management Committee is evaluating the quality and appropriateness of the educational philosophy and programme of the Centre.

8. Term of Office

The term of office of three members of the Management Committee shall be one year, from one Annual General Meeting to the next. At least two members of the management committee should serve a term of two consecutive years. There is no limit to how many times an individual can serve on the Management Committee.

9. Committee Meetings

The committee shall meet when it is deemed necessary but at least once a quarter. The quorum at the meeting of the Committee shall be four members, of which at least three must be members voted in by the parents of the Centre. In the absence of the Chair and Vice-Chair, the members shall elect one of their members to preside at the meeting. If a member does not attend three consecutive meetings with or without an apology, the Committee shall have the power to co-opt a new member.

10. Annual General Meeting

The AGM shall be held no later than the second week of March, giving parents at least 10 working days notice thereof. A quorum of at least 30% of the number of children at the Centre is required failing which the meeting shall be rescheduled.

11. Vote of No Confidence in the Management Committee or any of its members

Should the parents with children at the Centre be of the opinion that the Management Committee is not serving its purpose and/or the Co-ordinator believes that the future of the Centre is being compromised through the actions and decisions (or lack thereof) of the Management Committee, a vote of no confidence can be called for. This should be done through a formal written complaint being written, signed by at least three parents or the Co-ordinator and two parents, and given to the Chairperson of the Management Committee indicating that a special meeting of parents will be called where a vote can be held.

Where a member of the Management Committee is negligent in his/her responsibilities and is bringing the Centre and/or University into disrepute, the Chairperson and Vice-Chairperson shall approach that person to establish the reasons for this and the possibility of the individual resigning from the Management Committee. Where such a person is the Chairperson, the Vice-Chairperson and Secretary shall have this responsibility. Where such a person is the Vice-Chairperson, the Chairperson and Secretary shall have this responsibility.

12. Continuity of the Management Committee

The difficulties with the continuity of the Management Committee, given that children are only associated with the Centre for a maximum of 4 years, needs to be acknowledged and steps taken to minimise these difficulties.

Such steps may include:

- Endeavoring to have some members of the Committee remain the same from year to year
- Documenting of policy and procedures and these being made available to new members of the Committee at the outset of their term of office
- Use of templates for financial and administrative purposes and making these available to the new Committee in electronic format so that documents do not have to be reproduced from scratch every year.

13. Amendment to this Policy

This policy may be amended by two-thirds of the majority of the Management Committee.

Last updated 2 September 2010.