



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6d	MANAGEMENT COMMITTEE MEETINGS
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Applies to:	Version: 1
Specific responsibility:	Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

## POLICY STATEMENT

The Management Committee aims to ensure its meetings are efficient, its decision-making is effective and that Committee discussions are inclusive and participatory

The Management Committee has adopted the following strategies in order to ensure efficient and effective decision-making at board meetings. Management Committee meetings are held each term. A quorum for a Management Committee meeting is 3.

## PROCEDURES

### Agenda planning

The President and General Manager plan the agenda before each meeting in order to:

- allocate issues to be included for decision making, discussion or information only (based on the input of staff and Board members);
- ensure that the purpose for inclusion of issues is clear;
- plan time allocation for different issues on the agenda.

### Structure of meetings

The following strategies will be used to ensure productive Management Committee meetings:

- The agenda will be structured to clearly identify non-discussion items, items for decision, items for discussion and items for information only.
- Time will be allocated at the beginning of each meeting for re-ordering and prioritisation of the agenda.
- Management Committee meetings will regularly include time for major discussion on key or emerging issues. These topics will be planned in advance.
- Items for the next agenda will be identified at the end of each meeting.
- The meeting is chaired by the President, or his/her absence Vice President.

## **Decision-making in Board/Management Committee meetings**

To be clear about decisions made by the Management Committee and accurately document decisions:

- Items requiring decisions to be made will be clearly indicated on the agenda, with recommendations from staff included in the papers.
- As a decision is made, the chair will clarify to the meeting what the decision is.
- Voting on decisions
- The minute taker may also request that the meeting clarify and confirm a decision (e.g., before the meeting progresses, to seek clarification and read back the decision to ensure it has been captured correctly).

## **In camera discussions**

- The Board recognises that at times there may need to be in camera discussions. Such sessions may discuss personnel, financial, or other sensitive decisions that must not be made public (e.g., a proposed merger or strategic change the organization does not want disclosed to competitors).
- In camera items will not be recorded in the minutes but will be recorded separately and held in a confidential file.
- Records of 'in camera discussion' will also include the reason why the matter was determined to be in camera rather than on the public record.

## **Reporting and presentation of materials**

The Management Committee papers will ordinarily include:

- Minutes of the previous Management Committee meeting
- Minutes of sub-committee meetings
- Financial Reports
- Papers provided for discussion, including the staff report. Any papers that require 'in camera' or closed discussion should be noted as such.
- Papers provided for decision
- Papers provided for information.

The General Manager will:

- send reminders to staff to submit their contributions
- prepare the papers and compile Management Committee papers for each meeting
- ensure Management Committee members have access to all relevant papers at least 5 working days prior to a meeting.

Papers should be provided on all issues so that the Management Committee members can make informed decisions. Papers should indicate whether they are being provided for decision-making, for 'in camera' discussion and decision, for information only or for discussion. Minutes from the sub committees are to be circulated with the Management Committee papers, so as to allow Management Committee members time to read them in advance. Major items or issues that need discussion or decisions from the Management Committee should be separately listed on the agenda.

Matters requiring 'in camera' discussion should not be minuted but the discussion and any subsequent decision should be recorded and held in a confidential file. These may also be discussed at a separate Board meeting.

## **Staff report to the Management Committee**

The Staff Report should identify:

- Progress and outcomes
- Major developments in ongoing policy/sector development issues
- Emerging policy issues that may need to be addressed in policy/sector development work in future.

The Staff Report should not report activities undertaken in the previous month unless directly relevant to understanding the report on outcomes.

## **Role of staff in Management Committee meetings**

The General Manager will attend Management Committee meetings.

Other staff are normally expected to attend only for discussion of issues in their area, where these have been placed on the agenda for decision or discussion.

Staff members have the right to attend Management Committee meetings if they wish and to participate in discussions and debate that concerns their area of work, however this does not include in camera discussions.

## **Records of Management Committee meetings**

The minute taker will keep the record of discussion and decisions at each Board/Management Committee meeting. Minutes will then:

- be typed up, ratified at the subsequent meeting, and signed by the President stored in electronic form and made available on request to Board members and staff
- be stored in hard copy, with minutes from current and previous year held in locked Admin File, and older records archived.
- held at least for seven years.
- For Board meetings involving in camera discussions the in-camera section of the meeting will be recorded but not included with general Board minutes. The written record of the in-camera session will be held separately in a confidential file.

## DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

<b>Policy Name:</b>	<b>Management Committee Meetings</b>	<b>Policy Number:</b>	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

