

 Killorglin Community Childcare Centre CLG			<b>BOARD OF DIRECTORS (BOD) AND CENTRE OPERATIONS POLICY</b>		
POLICY NO.:	GP No. 6	REV. NO.:	8	REV. DATE:	01.04.2025

PREPARED BY:	 Centre Manager	Date:	30/3/25
APPROVED BY:	 Board of Directors	Date:	18/5/25

Killorglin Community Childcare Centre is managed on a daily basis by the Manager, who is assisted by his/her Deputy Manager. The Manager is responsible for all operational aspects of the Centre, and this is overseen and supported by the Board of Management (BOD) members as the company employers.

The Manager reports directly to the BOD. The BOD may consist of parents and members of the community who are appointed Directors of the Company. All members who join the Board sign a Confidentiality Agreement. The Manager is authorised by the Board to authorise staff wages and sign off any cheques/payment which are required. A copy of the wage details will be sent to the treasurer on a weekly basis.

Other parameters of operation for the manager would be operated through the agreed annual budget and other such documents as agreed by the board.

The manager and treasurer and/or finance committee will review finances on a regular basis and the Manager presents a regular financial report to the BOD in advance of any board meetings held. This usually takes the form of a monthly cash flow account but may be other report formats as required.

The BOD meet as required. The Manager adds to the agenda and provides a report on the operations to the Directors normally at the bi-monthly board of directors meetings. If a BOD member has an issue they would like to include on the agenda for a Board meeting, they should send this to the Chairperson in advance of the bi-monthly meeting. The Chairperson will forward the Agenda to the Board Members and manager prior to the meeting.

The Chairperson will steer the meeting and go through the points on the agenda. The Secretary will minute the points raised and actions to be taken. Minutes of the meeting will be forwarded to all members and the manager following the meeting.

If an issue is discussed at the meeting which requires action, it is agreed at the meeting which Director is required to deal with same in association with the Manager, alternatively the Manager may be asked to act independently and report back to the BOD at the next meeting.

All actions must be sanctioned and agreed at Board meetings by the quorum of four. If the required number of members are not in attendance a decision can be deferred to the next meeting.

If a Director is aware of an issue, unless the matter is urgent and impacting on the running of the Centre, they are encouraged to wait to the next meeting to discuss same or inform the Chairperson.

If a staff member approaches a Director looking to discuss an issue which affects them, they are to instruct the staff member to report to their Supervisor or the Centre Manager. If the staff member does not wish to discuss the issue with either Supervisor or Manager, then the staff member can ask to meet with the Staff Liaison Officer/SIPTU representative and Chairperson from the BOD.

The Manager and the BOD must ensure that all decisions made in relation to the operation of Scamps and Scholars are in the best interest of the Centre.

The Manager and the BOD must always act to ensure that insofar as possible, the Community aspect of Scamps and Scholars is honoured in all decisions.

Directors should be aware of their legal responsibilities under company legislation. Directors should also declare any conflicts of interest as they arise.