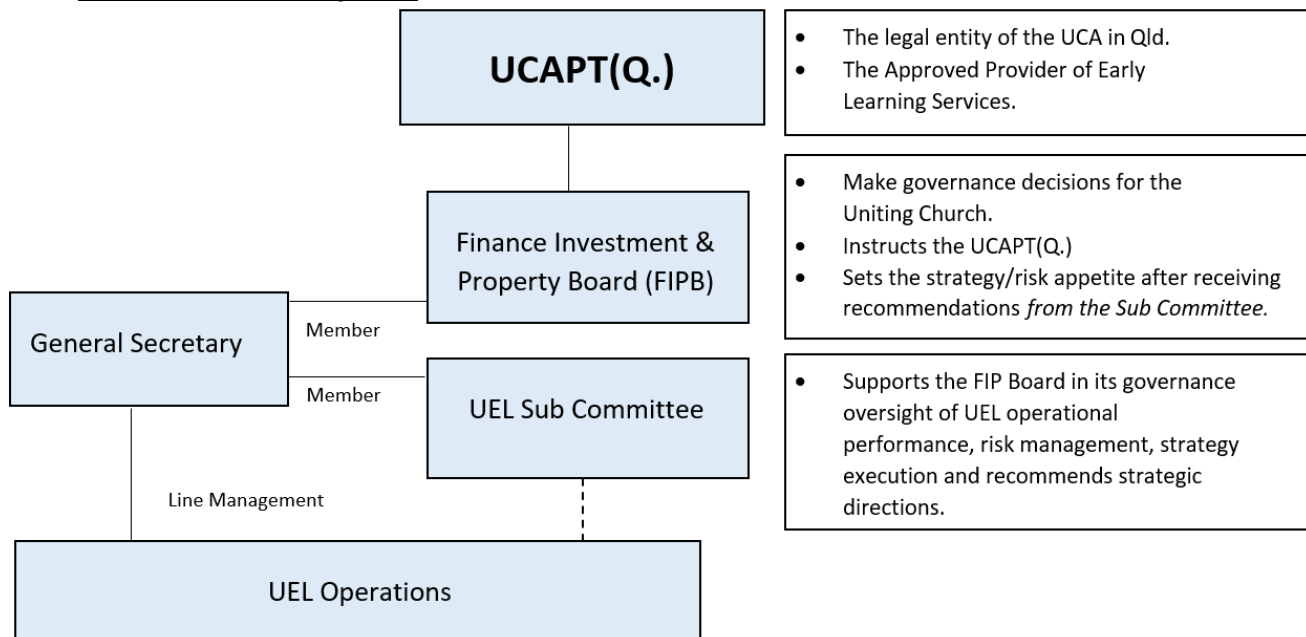


1.1 Purpose

The Uniting Early Learning (UEL) Sub-Committee is a Sub-Committee of the Finance, Investment and Property Board (“the FIPB”). The UEL Sub-Committee (Committee) assists the FIPB by providing oversight to operational aspects of UEL and providing reporting so the FIPB can prepare any recommendations necessary to be considered by the Approved Provider – the legal entity – The Uniting Church in Australia Property Trust (Q.) (“the PTQ”).

UEL STRUCTURE - May 2024



1.2 Scope

The Committee is directly accountable to the FIPB for the performance of its functions, authorities and powers as detailed in this Charter. The Committee exercises the governance oversight of the FIP Board by monitoring key operational performance, system of risk oversight for regulation, quality and compliance, and the system of internal control, ensuring key strategic performance and reporting and recommending strategic directions to the FIPB.

UEL activities are conducted across Queensland and include:

- Long Day Care centre operations
- Family Day care coordination
- In Home care coordination
- Outside School Hours care operations



1.3 Responsibilities

- (a) The Committee has responsibility for financial reporting review and oversight. The Committee will review the financial statements and provide independent advice to the FIPB on its view of the appropriateness of UEL's:
- Monthly management reports, annual financial statements and additional information required to prepare Synod consolidated financial statements, including supplementary reporting, specifically that they comply with Accounting Standards and supporting Synod policies and procedures;
 - Action in response to any issues raised by the external auditor, including financial statements and adjustments or revised disclosures;
 - Financial reporting as a whole, with reference to any specific areas of concern or suggestions for improvement.
- (b) Performance Reporting Review
The Committee will review the performance information, systems and framework, and provide independent advice to the FIPB on its view of the appropriateness of UEL's:
- Systems and procedures of assessing, monitoring and reporting the achievement of UEL's performance, and determine that:
 - The portfolio Budget and Operational Plan contain appropriate details of how UEL will achieve its purposes, link to the overall Synod office strategy and measure and assess its performance;
 - The approach to measuring performance covers the whole performance lifecycle and is appropriate and in accordance with Synod policies and guidance.
 - Performance reporting as a whole, with reference to any specific areas of concern or suggestions for improvement.
 - Review performance indicators prepared by management and recommend them to the FIPB for adoption
- (c) System of Risk Oversight for Regulation, Quality and Compliance Review
The Committee will review the system of risk oversight and provide independent advice to the FIPB on the appropriateness of UEL's:
- Enterprise risk management framework and the necessary internal controls for the identification and management of UEL's key risks, including emerging risks and risks associated with regulatory compliance;
 - Risk management capability and whether key roles, responsibilities and authorities relating to risk management are clearly articulated and adhered to;
 - Approach for reporting on the management of risks (regulation, quality and compliance) to support the FIPB's role in oversight of risk management;



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- Processes for developing and implementing internal control arrangements, including detecting, capturing and responding to fraud risk, child safety risks, licencing and regulations risks, People risks, Work Health and Safety risks, Change risks, Environment risks, Infrastructure risks, Data Records and Systems Retention risks;
- Approach to business continuity and disaster recovery management, including its ongoing maintenance and testing;
- Systems for risk oversight as a whole, with reference to any specific areas of concern or suggestions for improvement.

(d) System of Internal Control Review

The Committee will review the internal control framework and provide independent advice to the FIPB on the appropriateness of UEL's:

- Approach to maintaining an effective internal control framework;
- Approach to implementing controls and systems to ensure compliance with, as well as monitoring compliance performance in relation to, significant and enabling legislation, regulations such as Education and Care Services National Law Act 2010, Education and Care Services National Regulations. (2011), Work Health and Safety Act 2011, Privacy Act 1988;
- Consideration of legislative compliance risks within the internal framework, fraud control framework and regulation compliance planning is adequate; and
- Internal audit planning to ensure coverage and alignment with EUL's risks, reporting on major concerns identified in internal audit reports, and recommending action on significant matters raised, and dissemination of information on good practice;
- Processes for monitoring the implementation of external reports and recommendations of relevance to UEL; and
- Systems for internal control, with reference to any specific areas of concern or suggestions for improvement.

(e) Mission Outcomes

It is acknowledged that each congregation that is closely or co-located to early learning services is its own Council and can choose whether or not to form a relationship with the Early Learning service.

The committee will, therefore encourage relationship development and development of missional activities between congregations and UEL and provide guidance around prospective opportunities.

1.4 Accountability

Each member of the Committee is entitled to rely on Synod office management on matters within their responsibility, and on external professionals on matters within their areas of expertise, and may assume the accuracy of information provided by such persons, so long as they are not aware of any reasonable grounds upon which to question its accuracy.



1.5 Composition and term

The UEL Sub-Committee's voting membership is comprised of:

- (a) a chairperson
 - who is an active member of the Uniting Church with an endorsement from their congregation or minister (As defined under By-law Q2.7.8)¹;
 - preferably externally appointed.
- (b) up to 2 other external members
- (c) up to 3 members appointed by the FIPB or the PTQ
- (d) General Secretary

Other advisors (including relevant staff) may be invited to attend the meetings of the Committee as considered necessary.

The FIPB appoints the members noted in (a), (b) and (c) above to the Committee.

Members noted in (a) and (b) above are entitled to remuneration, the quantum and components of which are recommended by the Remuneration and Nomination Committee and approved by the SSC.

Members noted in (a) and (b) above must have gifts, skills or experience in one or more of the following competencies:

- (a) appreciation of, and commitment to, the mission of the church;
- (b) expertise and experience in:
 - (i) Early Childhood Education and Care sector experience
 - (ii) Financial Management experience
 - (iii) Operations Management experience
 - (iv) Governance and Compliance Management experience

Appointment to the Committee is for a 3-year term or as determined by the FIPB. The maximum continuous time a person can serve as a member is 9 years.

A member of the Synod office will be the secretary of the Committee.

1.6 Meetings

The Committee meets a minimum of 5 times per calendar year. The chairperson convenes meetings at other times when necessary to carry out the role of the Committee.

The notice and agenda of meetings includes supporting papers. The agenda for meetings is determined by the Committee chairperson in consultation with the Committee secretary.

General governance protocols, including those relating to quorums and electronic decision making, are outlined within the Synod by-laws.

In the absence of the Committee chairperson or appointed delegate, the members will elect one of their number as chairperson of that meeting.

¹ Applies to chairpersons appointed after 2 November 2023 (SSC Res SSC.23.330)



Any person with a material personal interest in a matter being considered at a meeting must not be present for consideration of that matter.

A program of work is developed for a 12-month period addressing regular agenda items and reports in addition to deep dive topics and education for Committee members.

1.7 Minutes

The Committee secretary prepares minutes for each Committee meeting.

The draft minutes of each Committee meeting are reviewed by the Committee chairperson and circulated to all Committee members by the Committee secretary as soon as practicable after each meeting.

A copy of the Committee minutes, once they have been approved by the Committee, are signed by the Committee chairperson.

1.8 Access to Information

The Committee has the authority to seek any information it lawfully requires from any employee of the Synod and all employees must comply with such requests.

The Committee has the right to direct contact with management.

Professional advisers may be appointed at the Synod's expense to assist the Committee in evaluating specific issues or risks and mitigating strategies to meet the Committee's purpose and discharge its responsibilities. In engaging such advisers, and as the Committee has no specific delegation, a request must be made to the FIPB who must consider the reasonableness of the expense and budget availability.

1.9 Reporting to the Finance Investment and Property Board

The Committee provides reporting to the FIPB in the format and with the regularity determined by FIPB from time to time.

1.10 Performance Review

The Committee performs an annual self-evaluation of its performance to determine whether it is functioning effectively and meeting the requirements of its Charter and submits the results to the FIPB.

1.11 Review of charter

The Committee reviews its charter each Synodal term to provide assurance it remains consistent with the FIPB's objectives and responsibilities.

The FIPB reviews the charter and recommends approval to the Synod Standing Committee.



A0.33.2 Uniting Early Learning Sub- Committee Charter

Revisions

Document number		A041 Uniting Early Learning Sub- Committee Charter			
Version	Approval date	Approved by	Effective date	Document owner	Document contact
1.1	6/6/2024	Synod Standing Committee	6/6/2024	FIP Board Chair	Corporate Governance Specialist
Next scheduled review		6/06/2027			