**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**MANAGEMENT STRUCTURE & PROCESSES**

**December 2023**

 **THE COMPANY**

**Structure**

The Service Provider of SuperKids is Munterconnaught Community Development Association clg (the Company), a company limited by guarantee with its registered office at Ballydurrow Community Centre, Ballydurrow, Virginia, County Cavan.

 SuperKids is a name formally registered by the Company for the preschool.

The Company operates on a not-for-profit basis and hence SuperKids is regarded as a community-based service.

**Direction & Management**

The Company is directed and managed by a board of directors (the Directors). The Chairman of the Board is currently Noel McEnroe. The other directors are Caroline Farrelly, John Gilbert, Tomás Lynch, Dermot O’Reilly and Pat Skelly.

John Gilbert is Company Secretary and Carina O’Reilly is Deputy Company Secretary

**SUPERKIDS**

**Company’s Responsibilities**

The Directors of the Company have total responsibility for the overall direction and management of SuperKids. Legal and civil liability rests with the Directors. All decisions regarding SuperKids determined by the Directors are full and final.

The Directors have delegated responsibility for the preschool to three of their number. These three Directors (SuperKids Directors) and their areas of responsibility are:

* Caroline Farrelly – operational matters;
* Dermot O’Reilly – financial matters; and
* John Gilbert – administration and procedures.

The Manager reports jointly to the Directors responsible for operations and finance.

**The Manager**

The Manager is responsible for the day-to-day running of SuperKids.

The Manager’s responsibilities include: acting as a Room Leader; safety and welfare of children attending the preschool; leadership of other staff members; reporting as required to the relevant agencies; ensuring that all required documentation is completed in a timely and accurate fashion and is filed in accordance with the Data Protection Policy; maintaining contact with parents/guardians and ensuring that they are kept informed as appropriate; and liaising closely with the Directors responsible for operations and finance.

The Manager will have frequent informal contact with the SuperKids Directors and should contact them without delay if there are issues which require discussion and/or decision.

The SuperKids Directors will have a formal meeting with the Manager at least once a term. Any of the SuperKids Directors or the Manager may call additional meetings.

The Manager will hold regular meetings with all members of staff to, inter alia, discuss issues and/or concerns, plan schedules/events/programmes, arrange external training and/or raise issues/concerns for discussion with the SuperKids Directors.

The Manager and the appropriate member of staff will meet with parents/guardians individually during the first term.

**Members of Staff**

The Company recognises that the success of SuperKids and its ability to offer a high-quality service very much rests with the Manager and every other member of staff. We very much appreciate and respect their caring and professional approach and hope that all others, with whom they come into contact, do likewise.

All members of staff are responsible for the welfare, safety and safeguarding of the children in their care.

The SuperKids Directors will meet formally with the Manager and all other members of staff at least once every term. At these meetings staff members are encouraged to raise any point/issue they consider relevant/appropriate.

Outside of the above meetings staff members are encouraged to raise any issues or concerns they may have with the Manager and/or the Director responsible for operations as appropriate.

**Parent Representatives**

Should the majority of parents/guardians of children attending SuperKids at that time decide to meet together for, inter alia, the democratic/formal election of two parents or guardians to act as Parent Representatives, the SuperKids Directors will be pleased to invite these Parent Representatives (as long as they still have a chid/children attending SuperKids) to meet with them and the Manager at least once a term.

 At these meetings the Parent Representatives may raise any issue/concern they deem relevant. It is pointed out, however, that the SuperKids Directors and the Manager (and indeed any other member of staff) cannot discuss any person or subject in breach of our Confidentiality Policy.