Good Governance Matters

Child and Family Outcomes

Governing Body
Policy Council
Management

ERSEA
Fiscal Management
Ongoing Monitoring
Communication
Self-Assessment
Planning
Program Governance
Human Resources
Facilities, Materials & Equipment

Communication & Reporting

9/20/2013
Head Start/Early Head Start Program Governance

- The Head Start Act of 2007 describes the composition and roles and responsibilities of Head Start/Early Head Start agency governing bodies with regard to program design, planning, monitoring, and oversight.
- The Act, in conjunction with the Head Start Program Performance Standards, describes performance expectations regarding Head Start program governance.

Formal Structure of Program Governance

- Provides parents and community representatives with the authority and opportunity to participate in decision making about program design and implementation.
- Will vary across the local agencies and MUST consist of...
  - Governing Body-grantee/delegate level
  - Policy Council – grantee level
  - Policy Committee – delegate level
  - Parent Committees – center/local level

Governing Body Responsibilities

- Ensure compliance
- Understand Head Start philosophy and role of parents, Policy Council or Policy Committee in the governance structure
- Fiscally and legally accountable for overseeing the Head Start Program
- Take general responsibility for guiding and directing planning, general procedures, and human resource management
- Ensure internal controls, comply with laws/regulations, detect or prevent noncompliance, receive audit reports and direct/monitor implementation of corrective actions
Policy Council or Policy Committee

- Established and dissolved
- 2 types of representatives
- At least 51%
- Community representatives
- Elected
- Terms
- Agency staff

Policy Council and Governing Body Reports

- Monthly financial statements including credit card expenditures
- Monthly program information summaries
- Enrollment reports
- Monthly reports of meals provided through the Department of Agriculture
- Financial audit
- Annual self assessment and results
- Strategic planning and needs assessment
- Communication and guidance from OHS
- Program information report

Parent Committee

- Is at the center or local level
- Is comprised of parents of currently enrolled children at the center level or at the equivalent level for other program options
- Advises staff in developing and implementing local program policies, activities, and services
- Plans, conducts, and participates in programs and activities for parents and staff
- Participates in the recruitment and screening of EHS/HS employees – when authorized through the Governing Body and Policy Council
Building Your Governance System

Key Areas to Consider
1. Membership
2. By-laws
3. Training and Technical Assistance
4. Building Relationships
5. Major Policies
6. Financial Management
7. Overseeing Organizational Performance
8. Program Planning

Governance Readiness Tool

This tool helps organizations’ governing bodies and leaders assess their capacity to effectively oversee a Head Start program.


Governance Readiness Tool
“When you’ve seen one governance system, you’ve seen one governance system.”