

NQS Area 7: Governance and Leadership Checklist

(Aligned to National Quality Standard – Quality Area 7: Governance and Leadership)

Use this checklist to reflect on and strengthen practice within your service. These prompts support continuous improvement, critical reflection, and Assessment and Rating preparation. Educators can complete it individually or as a team.

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Evidence ideas:	Policies, observations, educator reflections, family feedback, environment photos, planning documentation, meeting notes.
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7.1 Governance

Key Element	Reflection Prompts
7.1.1 Service philosophy and purpose	Does the philosophy guide practice and decision-making?

Notes/Actions:

Key Element	Reflection Prompts
7.1.2 Management systems	Are policy, records, and compliance systems effectively maintained?

Notes/Actions:

Key Element	Reflection Prompts
7.1.3 Roles and responsibilities	Are leadership and staffing roles clearly understood?

Notes/Actions:

7.2 Leadership

Key Element	Reflection Prompts/Evidence
7.2.1 Continuous improvements	Is critical reflection informing ongoing improvement and QIP goals?

Notes/Actions:

Key Element	Reflection Prompts/Evidence
7.2.2 Educational leadership	Does the educational leader support curriculum quality and mentoring?

Notes/Actions:

Key Element	Reflection Prompts/Evidence
7.2.3 Development of professionals	Are educators supported through mentoring and professional learning?

Notes/Actions:

Team Reflection Summary

Summarise key strengths, challenges, and goals identified from the checklist. Use this to inform your Quality Improvement Plan (QIP).

Strengths:

Challenges:

Next Steps/Actions:
