



Policy Council/Governing Board Review Questions

Program Governance

PM3: The recipient maintains a formal structure of program governance to oversee the quality of services for children and families, and to make decisions related to program design and implementation. 5/9/23/2021

1. The governing body members will demonstrate how they have adopted practices that ensure active, independent, and informed governance of the Head Start agency. 642(c)(1)(E)(ii)
2. The governing body members will demonstrate how they use data — both program data and external information — to oversee the provision of quality services for children and families and to ensure progress toward school readiness. 1301.2(b)(2)
3. The governing body members will discuss how they oversee the agency's progress in carrying out programmatic provisions of the agency's grant application. 642(c)(1)(E)(iv)(V)(bb)

PM4: The recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

1. The policy council members will demonstrate how they support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs. 642(c)(2)(D)(i)
2. The policy council members will describe the type of information they use to ensure the program is delivering quality services and the ways in which they actively participate in the direction of the program. 1302.102(d); 1301.3(c)(2)

Note: *The fiscal responsibilities of the governing body and the policy council are addressed under the fiscal section of the protocol*

Fiscal Capacity

3. The recipient will describe how the governing body uses the fiscal information they receive to inform budget decisions. This includes:

a. How the governing body approves financial management, accounting, and reporting policies, and how the governing body ensures compliance with laws and regulations related to financial statements, including what the agency identified as major financial expenditures.

642(c)(1)(E)(iv)(VII)(aa)

b. The governing body's role in approval of the annual operating budget.

642(c)(1)(E)(iv)(VII)(bb)

4. The recipient will describe the policy council's engagement in the budget process, including:

a. The policy council's role in the budget process. 642(c)(2)(D)(iv)

5. The recipient will describe:

a. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including information regarding program goals and objectives. 1302.102(d)(1)(i)

b. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including financial statements and reports. 642(d)(2)(A-I)

c. How the governing body is trained to ensure members understand the information received and can effectively oversee budget decisions.

642(d)(3)