



Terms of Reference

Governing Council Managed Outside School Hours Care (OSHC) Advisory Committee

PURPOSE

The purpose of the OSHC Advisory Committee is to assist the Governing Council of Rose Park Primary School by providing recommendations on all aspects of the service.

ROLE

The OSHC Advisory Committee supports Governing Council in providing a quality and value for money OSHC service for the school community, and ensures compliance with the Education and Care Services National Regulations set out by the National Quality Framework (NQF) for Early Childhood Education and Care (ECEC) services.

Its roles include:

- Supporting Rose Park Primary School Governing Council, principal and OSHC director to ensure the quality of care being offered is in keeping with the values, principles and policies of the school, council, community and the department
- Ensuring that children, families and staff have a voice in the management of the OSHC service
- Assisting Rose Park Primary School Governing Council to comply with the [Education and Care Services National Regulations](#) and legal obligations
- Oversight of the development and implementation of the service's Quality Improvement Plan (QIP) to ensure continuous improvement of the service
- Policy development and review
- Working collaboratively with the OSHC director to develop the OSHC budget, set fees and monitor the finances of the service
- Making recommendations to Rose Park Primary School Governing Council for its endorsement.
- In situations where changing from a Governing Council managed OSHC service to provision by a third party provider is being considered, the OSHC Advisory Committee has a key role in seeking community views and making recommendations to school council.

Rose Park Primary School Governing Council as the approved provider under the NQF holds ultimate responsibility for the employment of staff, management of the service and meeting accountability requirements. The Advisory Committee cannot make decisions or act on behalf of the service without Council approval.

RESPONSIBILITIES

On behalf of Rose Park Primary School Governing Council, the Advisory Committee will:

1. Act in accordance with the Code of Practice of the Governing Council of Rose Park
2. Provide input into the operation of the OSHC service;
3. Work with the Director and School Finance officer to develop the annual budget in Term 4, for presentation to Governing Council in Term 1 for approval;
4. Monitor the budget, with quarterly review of Income and Expenditure against the budget and fee structure review;
5. Participate in the selection, appointment and continued engagement of persons employed or engaged in the OSHC service in a leadership position such as the OSHC Director or Assistant OSHC Director;
6. Monitor enrolments and the needs of the OSHC service;

7. Resolve issues of dispute between the parents and the OSHC service;
8. Undertake an annual survey to assess student, parent and the Governing Council's satisfaction of the OSHC service, and
9. Carry out all such further matters as may be referred to it by the parties

MEMBERSHIP

Membership of the OSHC Advisory Committee must include:

- The principal or their nominee
- A member of Governing Council (preferably a parent user of the service) who will Chair the committee
- School finance officer with OSHC responsibilities
- The OSHC director
- Parent users of the service (up to six parent member positions – Chair has discretion to determine membership)

Nominations will be sought for the positions of secretary and treasurer from the parent membership.

MEETINGS AND ADMINISTRATION

1. The Chairperson will oversee the secretariat function by undertaking or delegating the following responsibilities:
 - Setting the meeting agenda using the OSHC Advisory Committee Agenda Template
 - Distributing meeting agenda and other documents to subcommittee members
 - Taking minutes that include action items, owners and timelines for action
 - Providing subcommittee reports to Governing Council that include OSHC Subcommittee motions for consideration
 - Ensuring the implementation and monitoring of school council approved recommendations
 - Encouraging participation in the OSHC Subcommittee from members in the school community.
2. The quorum for all meetings of the Committee will be a simple majority, but must include the OSHC Director. If the Chairperson of the Committee is not present at a meeting then the members of the Committee present at that meeting will appoint a chairperson for that meeting from any of the members present.
3. The Committee will appoint a person to act as secretary to carry out the secretarial requirements of the Committee.
4. The Committee will appoint a person to act as treasurer to liaise with the school finance officer in providing the financial oversight requirements of the Committee. The OSHC Treasurer may attend Finance Advisory Committee to discuss OSHC Finance matters.
5. The Committee must have at least two meetings per school term, or more regularly as agreed, to ensure that the operation of the OSHC service is meeting the needs of the school community and that any issues that arise are addressed to the satisfaction of all parties.
6. A report including minutes should be provided to Governing Council after every meeting.

REPORTING

The OSHC Advisory Committee reports to Rose Park Governing Council on all aspects of the OSHC service, including:

- Financial reports of Company 4 in the school EDSAS system showing Income and Expenditure against the budget
 - These reports are presented at every Governing Council meeting
- Staffing
- QIP progress
- Service data such as usage, waiting lists, compliments and complaints and incidents
- Recommendations in relation to the program and service more broadly
- Compliance or legal issues

DUTIES

To remain in compliance with relevant legislation the OSHC Advisory Committee must fulfill the following duties:

- Submit the OSHC Annual Budget for Governing Council approval.
 - Review of the budget in Term 4
 - Approval of the budget in Term 1
- Complete annual approval of financial delegations for bank signatories
- Complete an annual external financial audit
- Review fees each term and submit motion for Governing Council approval
- Conduct an annual survey of OSHC users

REVIEW

These Terms of Reference must be reviewed by the OSHC advisory committee every two years or when necessary. The Terms of Reference must be approved by Governing Council following each review.

Accepted by Governing Council: 24/06/2019

Next Review: 06/2021

DECD school governing council as approved provider

