



## Burnside Primary School ~ Governing Council Terms of Reference

### Out of School Hours Care (OSHC) Advisory Committee

#### Table of Contents

1. Purpose and Scope of Committee
2. Regulatory Frameworks
3. Membership/Attendance
4. Voting
5. Meetings
6. Roles and Responsibilities
7. Sharing Information/Confidentiality
8. Reporting
9. Financial Management
10. Code of Conduct
11. Review

#### 1 Purpose and Scope of Committee

The purpose of the OSHC Advisory Committee is to assist the Governing Council of Burnside Primary School by providing recommendations on all aspects of the service. This committee is mandated under the DfE Administrative Instructions and Guidelines.

#### 2 Regulatory Frameworks

The following are the regulatory frameworks that set the relevant standards that the Burnside Primary School OSHC facility must adhere to:

- [Education Standards Board](#)
- [Australian Children’s Quality Authority \(ACECQE\) – National Quality Standards](#)
- [National Quality Framework](#)

#### 3 Membership/Attendance

Membership of the Out of School Hours Care subcommittee is determined by the Governing Council. The committee may be consulted to assist in determining the most appropriate and effective membership structure. Applications for membership will be sought from the broader school community, as required.

Membership will be determined by the council:

The Committee must comprise a minimum of four (4) members, but have no more than seven (7) members, in addition to ex officio members, and must include:

- Principal (or their delegate) (ex officio)
- Governing Council member (Convenor)
- School finance officer with OSHC responsibilities (ex officio)
- The OSHC Director (ex officio)
- Any interested Governing Council members
- Any interested parent/carer
- One Committee member must be the minute taker
- Persons not employed by Burnside Primary School must comprise the majority of the committee members

4	Voting
<ul style="list-style-type: none"> <li>• All committee members are eligible to vote</li> <li>• Voting will be by a majority of committee members present</li> <li>• A quorum will be half the regular membership plus one</li> </ul>	
5	Meetings
<p>Office Holders:</p> <ul style="list-style-type: none"> <li>• All meetings will be chaired by the Convenor or their delegate</li> <li>• Minutes of each committee meeting will be taken by the committee minute taker</li> </ul> <p>Frequency:</p> <ul style="list-style-type: none"> <li>• Meetings will be held twice per term with a date and time negotiated to suit all members</li> <li>• Meetings must always be held at least two weeks before the Governing Council meeting and best endeavours for minutes to be submitted for circulation to the subcommittee members no later than 7 days after the subcommittee meeting but prior to forwarding to the Governing Council</li> </ul> <p>Minutes/Agenda:</p> <ul style="list-style-type: none"> <li>• The meeting agenda will be prepared by the Convenor in partnership with the principal or delegate and the OSHC Director</li> <li>• The Convenor or delegate, no less than 7 days prior to the scheduled meeting, will forward via email the meeting agenda and accompanying documents, such as: <ul style="list-style-type: none"> <li>○ the previous meeting minutes and any supporting papers/reports</li> <li>○ noting that some reports/papers may contain personal and private information about some staff and students, to ensure strict confidentiality, it is at the principal's (or their delegate's) and the OSHC Director's discretion, to redact personal details from the reports prior to providing it to the Convenor for distribution to the committee members</li> </ul> </li> </ul> <p>The primary means of communication will be via electronic mail (email) which may be supplemented by the provision of hard copies for meeting materials</p>	
6	Roles and Responsibilities
<p>ROLES:</p> <p>The OSHC Advisory Committee supports Governing Council in providing a quality and value for money OSHC service for the school community. The committee 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:</p> <ul style="list-style-type: none"> <li>• Overseeing the operation of the OSHC Service for Burnside Primary School to ensure the quality of care being offered is in keeping with the values, principles and policies of the school, Governing Council, community and the Department of Education.</li> <li>• Establish and monitor OSHC policies and review and update when needed.</li> <li>• Ensuring that children, families and staff have a voice in the OSHC service</li> <li>• Assisting Burnside Primary School Governing Council to comply with the Education and Care Services National Regulations and legal obligations</li> <li>• Oversight of the service's Quality Improvement Plan (QIP) to ensure continuous improvement of the service</li> <li>• Making recommendations to Burnside Primary School Governing Council for its endorsement including related matters such as staffing and employment and capacity management</li> <li>• In situations where changing from a Governing Council managed OSHC service to provision by a third-party provider is being considered, the committee has a key role in seeking community views and making recommendations to Governing Council</li> </ul> <p>NB: Burnside 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 committee cannot make decisions or act on behalf of the service without Governing Council approval.</p> <p>RESPONSIBILITIES:</p> <p>On behalf of Burnside Primary School Governing Council, the committee will:</p> <ul style="list-style-type: none"> <li>• Participate in the merit-based 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;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Enable the Director and Assistant Director to conduct a merit-based selection process for the employment process for all educators</li> <li>• Monitor enrolments of the OSHC service.</li> <li>• Undertake an annual survey to assess student and parent satisfaction of the OSHC service.</li> </ul>
<b>7</b>	<b>Sharing Information/Confidentiality</b>
	<ul style="list-style-type: none"> <li>• Submissions to the committee must be addressed to the Convenor.</li> <li>• Committee matters that are confidential or sensitive in nature, must only be disclosed to members of the Governing Council or site staff, including the site leader, unless a child is being harmed or is at risk.</li> <li>• Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter and/or school website.</li> </ul>
<b>8</b>	<b>Reporting</b>
	<ul style="list-style-type: none"> <li>• The committee reports to the Governing Council</li> <li>• An overview of each committee meeting is presented to the Governing Council meeting</li> <li>• Minutes of each meeting are provided to the Governing Council at the next scheduled meeting</li> <li>• A report on the committee's activities is presented to the Governing Council annually</li> </ul> <p>The committee will report on operational aspects, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Service data, including usage, relevant feedback, incidents etc</li> <li>• Staffing</li> <li>• Recommendations regarding the service</li> <li>• Compliance or legal issues</li> <li>• Quality Improvement Plan progress</li> </ul>
<b>9</b>	<b>Financial Management</b>
	<p>The OSHC advisory committee must ensure that:</p> <ul style="list-style-type: none"> <li>• The OSHC budget includes anticipated income from all sources, proposed expenditure and details of any funds held for special purposes</li> <li>• The committee works collaboratively with the OSHC director to develop the OSHC budget, set fees and monitor the finances of the service</li> <li>• The OSHC budget and setting of fees is reviewed quarterly and ratified by the school governing council annually</li> <li>• Financial reports showing income and expenditure against the budget are comprehensive enough to assess the financial viability of the service, are presented at each advisory committee meeting and forwarded to each school governing council meeting</li> <li>• OSHC finances are audited annually.</li> </ul>
<b>10</b>	<b>Code of Conduct</b>
	<p>Members are expected to conduct themselves according to the:</p> <ul style="list-style-type: none"> <li>• Burnside Primary School Governing Council Constitution</li> <li>• Burnside Primary School Parent Code of Conduct</li> <li>• Governing Council Code of Practice</li> <li>• Governing Council Standing Orders</li> </ul>
<b>11</b>	<b>Review</b>
	<p>The Terms of Reference including the effectiveness and membership of this committee will be reviewed by the Governing Council at the beginning of each school year to ensure it meets the need and goals as stated in the purpose of this document.</p>

Review Date: February 2022

Endorsed by Governing Council: February 2022