# Meeting Agenda

[to be adapted by the OSHC Subcommittee as required for each meeting – it is recommended that the OSHC Subcommittee refer to the OSHC licence agreement in place with the third party provider to inform the agenda]

**Outside School Hours Care (OSHC) Subcommittee responsible for a third party managed and operated OSHC service**

| Date and time: |  |
| --- | --- |
| Venue: |  |
| Chair: |  |
| Attendees: |  |
| Apologies: |  |

## Agenda Items [agenda items listed are guidance only and may require amendments]

|  |  |  |
| --- | --- | --- |
| Standing Items | Minutes | Action |
| Acknowledgment of Country- *(Insert the OSHC/school Acknowledgement of Country* | | |
| 1. **Quality** 2. Review shared vision and goals 3. Update on Quality Improvement Plan 4. Present assessment and rating reports and outcomes of compliance visits 5. Links with the Framework for Improving Student Outcomes (FISO) and the school’s Annual Implementation Plan |  |  |
| 1. **Education and Care Program** 2. Innovative options being considered for the program e.g. participation in Education Week, Book Week, Harmony Day etc. and engaging external specialist groups for music, science, sport etc. 3. Strategies and approaches to promote inclusion of all children including those with additional needs |  |  |
| 1. **Value for Money** 2. Review of fee structure/amendments/fines 3. License agreement fees |  |  |
| 1. **Staffing** 2. Personnel Update |  |  |
| 1. **Community engagement and communication**    1. School notifications e.g. fee changes, curriculum days, early finish dates    2. Feedback from children, families and the school community    3. Proposed consultation |  |  |
| 1. **Facilities and maintenance**    1. Coordination of shared facilities and resources    2. Building and facilities maintenance |  |  |
| 1. **Reporting** 2. Update on service usage levels, vacancies and wait list management 3. Review complaints, action taken to resolve and timeframes 4. Update on any incidents requiring reporting to ACECQA (harm, injury or infection) 5. Financial records |  |  |
| **8. Policies and Procedures**   1. Links with existing school policies |  |  |
| **10. Other Business**   1. … 2. … |  |  |

## Action items

[Insert text]