# 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**    1. Review service philosophy, vision, and goals of the service    2. Review of the Quality Improvement Plan – use the ACECQA Self-Reflection Tool to highlight areas of service improvement.    3. Preparation for / response to assessment and rating/compliance visits 2. Review links to the Framework for Student Outcomes (FISO) and the school’s Annual Implementation Plan |  |  |
| 1. **Education and Care Program**    1. 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. 2. Strategies and approaches to promote inclusion of all children including those with additional needs |  |  |
| **3. Financial Report**  a) Financial report that captures the budget   1. Review of fee structure/amendments/fines 2. Commonwealth subsidy requirements |  |  |
| 1. **Human Resources (staffing)**    1. Recruitment requirements e.g. advertising positions and scheduling interviews    2. Staff leave and backfill arrangements    3. Professional learning updates and opportunities 2. Staff rosters |  |  |
| 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. **Record keeping**    1. Enrolment and attendance update    2. Personnel records, staff rosters, and training records    3. Service usage, vacancies, and waiting list management    4. Assessment and rating reports    5. Copies of insurance (new and renewed)    6. All complaints received, action taken, and timeframe for resolution    7. Incidents    8. Evaluations - child, parent, and educator feedback 2. facilities and maintenance issues |  |  |
| **8. Review of Policies and Procedures**   1. Review policies in accordance with the National Quality Framework, with consideration for how they link to existing school policies and the Policy and Advisory Library (PAL) 2. Compliance with Child Safe Standards |  |  |
| **9. Program Resources**   1. Groceries, food, and drink requirements (including Food Safety requirements) 2. Requests for resources 3. Furniture   Storage |  |  |
| **10. Other Business** |  |  |

## Action items

[Insert text]