Terms of Reference [to be adapted and ratified by school council]

School Council Managed Outside School Hours Care (OSHC) Subcommittee responsible for a school council managed and operated OSHC service

# Purpose

The purpose of the OSHC Subcommittee is to assist the School Council to comply with the National Quality Framework (NQF) and the Education and Care Services National Regulations set out by the National Quality Framework (NQF) for early childhood education and care (ECEC) services, which includes OSHC.

The OSHC Subcommittee’s role is to support school council to provide a quality and value for money OSHC service for the school community. The OSHC Subcommittee makes recommendations and the school council has the final responsibility for decisions.

When the OSHC service is school council managed, the school council are the approved provider under the NQF. The OSHC Subcommittee makes recommendations to inform school council’s decision-making on all aspects of the service. These aspects include:

* legal and compliance obligations
* policy development and review including fee schedule
* human resourcing and ongoing professional development
* facilities management
* oversight of the development and implementation of the service’s quality improvement plan (QIP) to ensure continuous improvement of the service
* engagement and communication with the school community.

**MEMBERSHIP**

The OSHC subcommittee will appoint a convenor.

Membership must include a minimum of three members from the list below:

* a member of the school council (required)
* principal or their nominee (may be the same person as above)
* school administration officer (could attend by invitation, to provide administration advice including fee invoicing and payment and CASES21)
* OSHC coordinator
* parent user of the OSHC service.

**MEETINGS AND ADMINISTRATION**

The OSHC Subcommittee is required to meet at least eight times per year and at least once per school term in line with school council meetings. A report including minutes should be provided to school council after every meeting. A sample school council subcommittee report template is available at: [www.education.vic.gov.au/school/teachers/management/Pages/schoolcouncilsub.aspx](http://www.education.vic.gov.au/school/teachers/management/Pages/schoolcouncilsub.aspx)

The convenor will oversee the secretariat function by undertaking or delegating the following responsibilities:

* setting the meeting agenda using the OSHC Subcommittee School Council Managed Agenda Template
* providing meeting agendas and other documents to subcommittee members
* taking meeting minutes that include action items, owners and timelines for action
* providing subcommittee reports to school council that include OSHC Subcommittee recommendations
* ensuring the implementation and monitoring of school council approved recommendations
* encouraging participation in the OSHC Subcommittee from members in the school community.

**REPORTING**

The OSHC Subcommittee report to school council on all aspects of the OSHC service, including:

* budget
* 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.

**ROLES AND RESPONSIBILITIES**

The OSHC Subcommittee‘s role is to support the school council, OSHC coordinator and staff to provide a quality and value for money education and care service which complies with the NQF and meets the needs and values of the school community.

The OSHC Subcommittee have oversight, on behalf of the school council, of management responsibilities in relation to the service in the key areas outlined in the table below.

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| **Key area** | **Examples of responsibilities** |
| Quality | * developing and upholding a vision and goals for the service
* developing and monitoring the QIP to ensure continuous improvement
* preparing for assessment and rating, and compliance visits by the Victorian Regulatory Authority
* participating andcomplying with NQF audits and compliance directives
* addressing any breaches or non-compliance with the NQF
* making links to the Framework for Improving Student Outcomes (FISO) to provide a whole school approach to student learning where appropriate
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| Education and care program | * identifying innovative approaches to the education and care program
* ensuring the program is inclusive for all children, including those with disabilities and additional needs
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| Value for money | * putting in place a fee structure that represents value for money for the school community where there is a clear rationale fees for adjusting fees and imposing fines
* having a policy that enables all children to access activities that have an additional fee that is reflected in the fee structure
* providing access to Commonwealth child care subsidy
* managing the service finances in accordance with the reporting requirements set out by the school council treasurer and Department requirements as set out in the Finance Manual for Victorian Government Schools
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| Record keeping | * managing records in accordance with the requirements under the NQF (where relevant) including:
* child enrolment forms and child attendance records
* child assessments and evaluations for delivery of educational program
* medical management plans, risk minimisation and communication plans for children with diagnosed medical conditions
* educational program
* medication records
* staff records
* records of responsible persons
* records of educators working directly with children
* records of volunteers and students
* records of access to early childhood teachers
* records of each nominated supervisor and person placed in day-to-day charge performance development plans and training records
* service usage, vacancies and waiting list management
* assessment and rating reports
* copies evidence of current insurances
* all complaints received, action taken and timeframe for resolution
* incident, injury, trauma and illness records
* record of service’s compliance with the National Law
* child, parent and staff feedback
* facilities and maintenance issues
* managing finance records in accordance with the Finance Manual for Victorian Government Schools.
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| Staffing | * managing staff recruitment, retention and backfill (noting qualification requirements and staffing levels)
* organising staff professional development, support and supervision
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| Community engagement and communication | * notifying the community about key information e.g. fee changes, curriculum days , early finish dates
* ensuring the school community have a voice in the provision of the service
* monitoring and addressing compliments and complaints by service users
* celebrating service achievements
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| Facilities | * providing exclusive use of allocated indoor and outdoor areas for maximum service capacity
* negotiating the sharing of resources and facilities between the school and OSHC to ensure access half an hour before and after service delivery in agreed areas
* addressing maintenance and facilities matters with school council
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| **Key area** | **Examples of responsibilities** |
| Policies and procedures | * writing and reviewing OSHC policies in accordance with [the National Quality Framework](http://www.acecqa.gov.au/national-quality-framework/explaining-the-national-quality-framework), with consideration for how they link to existing school policies and the [School Policy and Advisory Guide](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2724/policies_(school)%252Fschool_policy_and_advisory_guide%252Fa-z) (SPAG)
* implementing a process of regular and timely review of policies and procedures for ratification by school council.
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| Food and drink  | * providing food and drink in accordance with the NQF and the Food Safety Standards
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In situations where changing from school council managed OSHC service to provision by a third party provider is being considered, the OSHC Subcommittee have a key role in seeking community views and making recommendations to school council.

**REVIEW**

This Terms of Reference will be reviewed on [insert date as appropriate to your school].