# Agenda – Partnership Meeting between <School> and <OSHC Provider>

| Meeting date and time |  |
| --- | --- |
| Venue |  |
| Attendees |  |

The Partnership Meeting is intended for the school and the provider to discuss terms of the relationship prior to commencement of the service, to ensure that all required decisions have been made and recorded. Following this meeting, the Memorandum of Understanding between the parties should be completed and signed.

Delete or add agenda items as relevant to your school.

## Agenda items

|  |  |  |
| --- | --- | --- |
| Time | Item | Owner |
|  | Agree on the allocation of grant funding from the school to the Provider in Schedule 5 of the Licence Agreement | <Principal> |
|  | Decide on frequency, time and venue of meetings between school and provider. | <Principal> |
|  | Report on progress towards having service approval prepared and staffing confirmed | <Provider> |
|  | Confirm process for provider to receive funding to make purchases for the service | <Principal> |
|  | Discuss school-specific conditions/arrangements to be placed in the Memorandum of Understanding prior to signing, such as:* Logistics/access to space
* Any works to be undertaken
* Equipment or furniture required
* Storage
 | <Principal> |
|  | Set up monitoring and reporting structures – who is the point of contact for the school and the OSHC Provider, and what information is required to be shared? | <Principal> |
|  | Discuss promotional strategy to increase awareness of the OSHC service | <Provider> |
|  | If the school has applied as part of a cluster, how can the school and service facilitate access to students from other schools? | <Principal> |
|  | Complaints and grievances processes | <Principal> |
|  | Sharing of information and records between school and provider | <Both> |
|  | Periodic review of arrangements and agreements | <Principal> |
|  | Discuss expectations regarding service quality | <Principal> |

## Action items

This could include things such as make approved purchases, arrange key access, draft an item for the school newsletter, follow-up on service approval application