School Representative Body Managed Outside School Hours Care (OSHC) Committee

PURPOSE

The purpose of the OSHC committee is to assist the School Representative Body (SRB) in overseeing the governance and operation of the SRB managed Outside School Hours Care (OSHC) service and to support the SRB to meet its obligations under the National Quality Framework (NQF) administered by Quality Education and Care Northern Territory (QECNT). OSHC services are regulated under the Education and Care Services (National Uniform Legislation) Act 2011 and the Education and Care Services National Regulations.

The OSHC committee's role is to support the SRB to provide a safe, inclusive, high-quality and financially sustainable service that represents value for money and meets the needs of children, families and the wider school community. The OSHC committee provides advice and makes recommendations to the SRB. The SRB retains final responsibility for decisions within its authority.

Where the OSHC service is operated and managed by the SRB, the SRB is the approved provider for the purposes of the NQF, subject to the relevant provider approval arrangements.

The OSHC committee makes recommendations to inform SRB decision-making on matters including:

- legal, regulatory and compliance obligations
- governance and risk management
- policy development and review, including the fee schedule
- staffing, workforce planning and professional development
- financial management and sustainability
- facilities, equipment and resources
- oversight of the development, implementation and review of the service's Quality Improvement Plan (QIP)
- continuous improvement and quality assurance
- child safety and wellbeing
- engagement and communication with children, families and the school community
- preparation for assessment and rating and regulatory monitoring
- consideration of any significant compliance, incident, complaint or risk matters

MEMBERSHIP

Membership should include a minimum of three members, including representation from the following:

- a member of the SRB — required
- the Principal or their delegate
- a school administration/finance representative, where appropriate
- the OSHC Coordinator or person responsible for the day-to-day management of the service
- a parent/carer who uses the OSHC service.

MEMBERSHIP CONTINUED

The Principal may be the SRB representative where appropriate.

Other people may be invited to attend meetings where their knowledge or expertise will assist the committee, including:

- relevant school staff
- OSHC educators
- Department of Education representatives
- financial or administrative staff
- facilities or property representatives
- external advisers or specialists.

Membership should reflect the interests of the school community and support effective governance, transparency and community participation.

MEETINGS AND ADMINISTRATION

The OSHC committee will meet no fewer than eight times per calendar year, unless the SRB determines otherwise.

Additional meetings may be convened where required, particularly in response to:

- significant incidents
- regulatory or compliance matters
- complaints
- staffing issues
- financial matters
- changes to legislation or regulatory requirements
- urgent operational or child safety matters

Where appropriate, OSHC committee meetings should align with the SRB meeting cycle so that recommendations can be considered and reported to SRB in a timely manner.

A report, including minutes and recommendations, should be provided to SRB following each committee meeting.

The committee will operate within the authority delegated to it by the SRB. It does not replace the SRB's governance responsibilities or the statutory responsibilities of the approved provider, nominated supervisor or other responsible persons under the NQF.

REPORTING TO SRB

The OSHC committee will report to SRB on significant aspects of the OSHC service, including:

- financial position, budget and sustainability
- income, expenditure and fee structures
- staffing and workforce matters
- enrolments, attendance and service usage
- vacancies and waiting lists
- Quality Improvement Plan progress
- assessment and rating matters
- compliance and regulatory matters
- incidents, injuries, complaints and significant risks
- compliments and feedback
- child safety and wellbeing matters
- policy development and review
- facilities, equipment and maintenance
- family and community engagement
- program development and quality
- recommendations requiring SRB consideration or approval

Matters requiring immediate attention will be escalated to the Principal and/or SRB outside the normal reporting cycle where appropriate.

ROLES AND RESPONSIBILITIES

The OSHC committee's role is to support the SRB, OSHC Coordinator and educators to provide a high-quality education and care service that:

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 and complying with NQF audits and compliance directives • addressing any breaches or non-compliance with the NQF • making links to NT School Improvement Framework and operationalised through Annual School Improvement Plans (ASIP) where appropriate
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
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 childcare subsidy • managing the service finances in accordance with the reporting requirements set out by the SRB treasurer and Department requirements as set out in the Finance and Resource Management for Schools [FARMS] Manual.

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 and Resource Management for Schools [FARMS] Manual.
Staffing	• managing staff recruitment, retention and backfill (noting qualification requirements and staffing levels) • organising staff professional development, support and supervision
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
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 SRB
Policies and procedures	• writing and reviewing OSHC 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) • implementing a process of regular and timely review of policies and procedures for ratification by SRB.
Food and drink	• providing food and drink in accordance with the NQF and the Food Safety Standards

In situations where changing from SRB managed OSHC service to provision by a third-party provider is being considered, the OSHC committee have a key role in seeking community views and making recommendations to SRB.

REVIEW

This Terms of Reference will be reviewed annually.