

	Policy Name:	OSHC Governance and Management of the Service Policy	Date of approval:	May 2020
	Responsible:	OSHC Co-Ordinator	Review date:	April 2023



Governance and Management of the Service Policy

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

MANAGEMENT COMMITTEE ROLES & RESPONSIBILITIES POLICY

POLICY STATEMENT:

The School Council is responsible for the direction of the School and its effectiveness and works to ensure the School is conducted within all relevant legal requirements.

It is important for the legal and effective functioning of the School that School Council members understand their role/s and are aware of their responsibilities.

This policy applies to all members of School Council and is for the information of the Nominated Supervisor, staff and families using the service.

RELEVANT LEGISLATION:

- Education and Care Services National Regulations 2011
- Children (Education and Care Services National Law Application) Act 2010
- VIC Department of Fair Trading and other relevant legislation such as Cooperatives Act 1992, and Associations Incorporations Act 1984.

Roles and Structure

There are many different types of children's services and the role and responsibilities of the committee vary according to the legal structure and management arrangements of each particular organisation. Rosebud Primary School is a government school and operates an Outside School Hours Care Program for parents requiring care. The School Council and Principal undertake a great deal of responsibility.

The School Council makes all legal, ethical, financial, employment, planning and policy making decisions. Its responsibility is total. The School Council is elected by parents and family members and provides a way for users of our service to have a say in what happens at the school. It is also a way for parents to participate in the management of the OSHC. When parents are actually involved in the decision making, they are more likely to understand decisions and to make a commitment to support them. It is also more likely that the service will reflect the real needs of the families and the community.

The School Council is made up of 12 committee members. The Principal, School Teaching Staff and Parents, some of whose children do use the OSHC service. They meet a minimum of 8 times a year. They will discuss our holiday program, newsletter, notices, budget or anything else needing approval. We also have a subcommittee that is made up of the a School Council Member, Business Manager, the OSHC co-ordinator and assistant co-ordinator who meet regularly.

Briefly the School Council is responsible for:

- Being the Provider of the OSHC under national regulations
- Appointing a Nominated Supervisor for the service (who may also be the Director)
- Responsibilities of the Provider
- Undertaking strategic planning for the service
- Responsible for governance
- Managing the services finances and funding
- Responsible for compliance to legislation
- In order to provide a children's service in Victoria you must have a licence

When a children's service is managed by a School Council/Principal, the incorporated body or association is the provider of the service.

The Provider of a children's service is responsible for ensuring that:

- The conditions and requirements of the Children (Education and Care Services National Law Application) Act and Education and Care Services National Regulations are met at all times, including the number of children the service is licensed for
- The service employs a suitably qualified Nominated Supervisor (usually the Director)
- The Nominated Supervisor is the person nominated and approved as responsible for the day to day management of the service, daily operation of the programs and the supervision of the staff.

The service engages suitable staff that will meet the needs of the service and licensing requirements.

- Staff child ratios are met at all times
- The premises and equipment are adequate, clean and well maintained
- The service is effectively and efficiently managed

Each Committee member understands and agrees to uphold the following standards of behaviour. Committee members should:

- Behave ethically and professionally in all matters relating to the management of the School
- Actively seek knowledge and current, accurate information about the operations of the School
- Maintain confidentiality about information received at all times
- Delineate and state any matters involving a conflict of interest on any School matter to better enable the Committee to make informed decisions
- Put the needs and interests of the School ahead of personal perspectives
- Perform the tasks/assignments delegated within the Committee
- Provide strong support for the agreed strategies/decisions of the Committee
- Attend meetings on a regular basis
- Sufficiently prepare for meetings to enable informed debate and decision-making
- Understand and have empathy with the School's history and current operations
- Uphold high ethical standards at meetings and in decision making

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- Work impartially, collaboratively and harmoniously with other Committee Members, School Principal, Staff and Families
- Tender a resignation if unable to consistently uphold any of the above standards of behaviour within the Code of Conduct Staff Communication Processes. The Committee (and each individual member) formally communicates with the staff of the School through the School Principal. However, the School Principal may delegate another staff member to deal with or assist the Committee, its Sub-Committee or individual members, either generally or on particular matters. Notwithstanding such delegation, the School Principal remains responsible for the actions and performance of all staff members. Mutual respect should exist at all times between Committee members and staff, and recognition be given of the complementary roles of each. The Committee should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue. Any Committee or individual member's complaint regarding any School staff member must be directed through the School Principal.

Last reviewed on: May 2020

To be reviewed every 3 years.