



Terms of Reference

Governing Council Managed Out of School Hours Care (OSHC) Advisory Committee

PURPOSE

The OSHC Advisory Committee assists the Governing Council by providing informed recommendations on the full range of OSHC service operations.

The Committee supports the Governing Council in providing a quality and financially sustainable OSHC service for the school community, ensuring compliance with the Australian Children's Education & Care Quality Authority (ACECQA) under the National Quality Framework (NQF) for Early Childhood Education and Care (ECEC) services.

Committee Roles

- Support the Principal, OSHC Director, and Governing Council to ensure that the quality of care aligns with the values, principles, and policies of the school, Governing Council, wider community, and the Department for Education.
- Ensure that children, families, and staff have a voice in the OSHC service's management.
- Assist Governing Council to comply with the Education and Care Services National Regulations and all legal and policy obligations.
- Oversee and support development and implementation of the service's Quality Improvement Plan (QIP) for ongoing service improvement.
- Lead and review OSHC policy development.
- Collaborate with the OSHC Director in developing the OSHC budget, setting fees, and monitoring finances.
- Make recommendations to the Governing Council for its endorsement and approval.
- Play a key role in seeking community views and making recommendations to Governing Council, particularly when changes to service provision (e.g., moving to third party provision) are considered.
- Rose Park Primary School Governing Council, as the approved provider under the NQF, retains ultimate responsibility for staff employment, service management, and accountability. The Committee cannot make decisions or act on behalf of the service without Governing Council approval.

Additional Functions

On behalf of Rose Park Primary School Governing Council, the Committee will:

- Act within the Code of Practice of the Governing Council.
- Provide input into the operation and ongoing improvement of the OSHC service.
- Work with the Director and Business Manager to develop and present the annual budget (developed in Term 4, approved by Governing Council in Term 1).
- Monitor the budget via a quarterly review of income, expenditure, and the OSHC fee structure.
- Participate in the selection, appointment, and review of leadership roles within OSHC, such as Director or Assistant Director positions.
- Monitor enrolments and support the evolving needs of the OSHC service.
- Facilitate dispute resolution between parents and the OSHC service.
- Conduct an annual satisfaction survey for students, parents, and the Governing Council about the OSHC service.
- Address additional matters as may be referred by the Governing Council or relevant parties.

MEMBERSHIP

Membership will include:

- The Principal or their nominee
- A member of the Governing Council (preferably a parent user of the service), who will Chair the Committee
- The School Business Manager/Finance Officer with OSHC responsibilities
- The OSHC Director
- Parent users of the service

MEETINGS AND ADMINISTRATION

- The Chairperson oversees the secretariat function (agendas, documents, minutes, action tracking).
- Agendas are to be set using the OSHC Advisory Committee Agenda Template.
- OSHC Director provides a report on enrolments, staffing, QIP, expenditure etc
- Minutes must include key decisions, action items, and responsibilities.
- Committee reports, including recommendations, are provided to the Governing Council after every meeting.
- Committee members are encouraged to actively participate, promoting broad community involvement.
- A quorum is a simple majority (50% + 1), and must include the OSHC Director. If the Chair is absent, members will appoint a chair for that meeting.
- The Committee will meet at least twice per school term, or more often if required.

A report, including minutes, should be provided to the Governing Council after every meeting.

REPORTING

Members will endeavour to raise any queries related to reports in advance of each meeting, and will direct these to the Chairperson.

The OSHC Advisory Committee reports to Rose Park Governing Council on all aspects of the OSHC service, including:

- Financial reports of Company 4 in the school EMS system showing Income and Expenditure against the budget. These reports are presented at every Governing Council meeting
- 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

To remain in compliance with relevant legislation the OSHC Advisory Committee must fulfil the following duties:

- Submit the OSHC Annual Budget for Governing Council approval, including review of the budget in Term 4, and approval of the budget in Term 1
- Complete annual approval of financial delegations for bank signatories
- Complete an annual external financial audit
- Review fees each term and submit motion for Governing Council approval
- Conduct an annual survey of OSHC users in conjunction with the OSHC Director

REVIEW

Terms of Reference and membership of this committee will be reviewed every two years, or if there is a change to the role of the committee and submitted to the Governing Council for acceptance.

Accepted by Governing Council: 16 March 2026

Next Review: March 2028