



M A G I L L  
S C H O O L

## OSHC ADVISORY COMMITTEE

### Role Statement

#### ROLE / RESPONSIBILITIES

To determine and implement policies relating to children, staff, financial and facilities management for the Out of School Hours Care service.

Responsibility includes:

- Development of broad policies on how the service will operate (within funding and authority guidelines)
- Ensuring that the DECD OSHC standards are met
- Ensuring , in consultation with the Principal, appropriate location of the service and use of the schools' resources and facilities
- Providing and maintaining necessary equipment and furnishings
- Preparation of a budget so that income generated or attracted by the service is sufficient to meet all expenditure and is used for the purpose of the service
- Liaising with the OSHC Director regarding employment of staff, including the determination of job descriptions, recruiting, interviewing and appointing staff and providing each staff member with an employment contract
- Managing OSHC funds and ensuring appropriate and regular reports are provided to the Finance Committee and Council and that the accounts are reported annually.
- Ensuring participation in State and Commonwealth quality assurance processes as required and compliance with legislative requirements
- Promotion of a supportive atmosphere and working environment for service's staff
- Consideration of children with special needs in relation to access and participation
- The provision of a service that is engaging and meets learning and social needs

#### MEMBERS

Deputy Principal, OSHC Director, Governing Council Member/s, OSHC staff member/s, parents / community members.

#### MEETING SCHEDULES

6.00pm on Wednesdays in Weeks 2 and 7 of each term.

#### REPORTING

Minutes of meeting to be provided to Governing Council