

ADVISORY COMMITTEE

Settlers Farm OSHC Service aims to provide a quality Out of School Hours Care service and will operate according to all legal requirements. It will make every effort to reflect the special nature of the community and will encourage parent input and take into account the needs of children, parents/caregivers, and staff in the operation of the service. The OSHC Advisory Committee is a sub-committee of the school Governing Council. The Advisory Committee will ensure that decisions are made in an appropriate way (in accordance with its constitution) and in the best interests of the service.

Procedure:

- **Membership**

- Members will be elected during the first meeting of the year.
- The Director will be a member of the committee.
- A representative from the school Governing Council will be on the committee.
- An educator representative will be on the committee.
- The school Principal* will be on the committee.
- Persons with required skills may be asked to join the committee.
- The committee will consist of no more than 8 parents/caregivers.

- **Decision Making**

- Decisions will be made via a majority consensus.
- Voting will be by a show of hands.
- A quorum for committee meetings will consist of no less than half of its actual members.
- Decisions about the overall management of the service will be made at committee meetings and ratified by the school Governing Council. The best interests of families will always take priority in determining decisions.
- A committee member who discovers a possibility of a conflict of interest in determining an outcome for the service should announce this at the committee meeting and withdraw from further discussion or decision making relating to that issue.
- In the case where an urgent decision needs to be made, an executive decision may be made by contacting the executive, made up of the Director, school Principal and any Governing Council representations on the committee.
- Decisions made for the service will be made with the following in mind: funding guidelines, OSHC standards, DfE AIGs, relevant Industrial Awards, Education and Care Services & National Regulations.

- **General**

- Committee members will be provided with access to an Advisory Committee handbook upon commencing their role on the committee.
- Responsibility for day-to-day operation of the service is delegated to the Director.
- Parents/caregivers and educators will be kept informed about the committee's membership, meetings and decisions and have opportunities for input into the management of the service.
- The committee will ensure the service's philosophy statement reflects the needs and values of its clients by evaluating the statement annually. The committee will also ensure the operation of the service is always consistent with the philosophy statement.



- Communication between the committee and educators in relation to their work or the operation of the service will be through the Director.
- Confidentiality will be maintained at all levels by all people.
- The grievance policy must be adhered to by all members of the Advisory Committee.

NATIONAL QUALITY STANDARD

QUALITY AREA 7: GOVERNANCE AND LEADERSHIPS		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational program
74	Record of child assessments or evaluations for delivery of educational program
168	Education and care services must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider



181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

Policy reviewed	Previous modifications	Next review date
14/05/2020	Changed DECD to DfE	2022