

# Toolangi PRIMARY SCHOOL

*Outside of School Hours Care Governance and Management of the Service Policy*



Main Rd. Toolangi TEL: 5962 9255

Email: [toolangi.ps@education.vic.gov.au](mailto:toolangi.ps@education.vic.gov.au) Website: <https://www.toolangi.ps@education.vic.gov.au>

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|-----------------------|--|--------------------|--------------------|
| <b>Policy Name</b>    | Outside of School Hours Care Governance and Management of the Service Policy | <b>Approved</b>    | February 24th 2022 |
| <b>Responsibility</b> | Sally Herbert  | <b>Review Date</b> | February 2023      |

## **Aim**

The aim of this policy is to provide an overview of the Governance of the Toolangi Primary School Outside of School Hours Care (OSHC) service including the financial obligations, legal obligations, relationship with School Council and other key stakeholders.

## **POLICY**

With leadership from the Person with Management or Control, the Toolangi Primary School School Council has the overall governing responsibility for Toolangi Primary School OSHC.

This will be achieved by:

- Setting policy direction for now and the foreseeable future
- Understanding and ensuring compliance with legislation, regulation and guidelines reducing the risk to the organisation
- Developing a strategic plan which includes the development of a mission, vision, goals, key result areas and strategies
- Monitoring performance against strategic and business plan objectives
- Delegating responsibility to the Nominated Supervisor/Educational leader to carry out its policies, develop operation procedures and achieve its strategic results
- Ongoing review of the implementation of OSHC policies and procedures

**The Person with Management Control and School Council is responsible to:**

- Oversee financial and legal obligations
  - Approving financial plans and budgets, and monitoring results on a regular basis
  - Protecting financial position and its ability to meet its debts and other obligations
  - Ensuring that legal, financial, and ethical obligations are met
  - Ensuring the accuracy of financial and legal reports shared at Annual General Meetings.
  - Ensuring the organisations accounts comply with the Australian Accounting Standards
- Establish a culture of quality and safety
  - Establishing and maintaining a culture that is ethical, visible, active, and relevant to the organisation and its members
  - Establishing a clear delegation of authority
  - Adopting formal processes for the selection of new members, including appropriate orientation

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- Reviewing the effectiveness of the School Council's performance and processes
- Identifying training opportunities that will add value to the School Council.
- Delegate Management Responsibilities
  - School Council will delegate authority to the Nominated Supervisor/Educational Leader to manage the day to day operations of the OSHC service
  - School Council will establish annual and ongoing performance expectations for the Nominated Supervisor/Educational Leader, and they will regularly monitor achievements against these, culminating in an annual performance review.
- Facilitate School Council and OSHC Sub Committee Meetings
  - School Council and OSHC Meetings will be held on an agreed frequency and will follow a set agenda. All School Council members should:
    - i. Attend as many meetings as possible and participate in discussion and decision making as it pertains to OSHC
    - ii. Attend committees and working groups, as required
    - iii. Be aware of legal, financial, human resource, planning and evaluation responsibilities
    - iv. The Nominated Supervisor/Educational Leader will facilitate OSHC Educator team meetings, as required

## Roles and Responsibilities

| Department/Role            | Responsibility  |
|----------------------------|---|
| Educators and Supervisors  | School Council, Person with Management or Control, Educators, Supervisors, Nominated Supervisor/Educational Leader will oversee the implementation and service adherence to this policy<br>All Educators are responsible for the daily implementation of the policy when directly supervising children. |
| School Council / Principal | Provide official sign off on the Policy   |

## Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Toolangi Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

## Legislation and Standards

- [Associations Incorporation Act 1981](#)
- [Audit Act 1994](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)



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## Staff Acknowledgement

I acknowledge:

- receiving the Toolangi Primary School OSHC Governance and Management of the Service Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.


## Evaluation

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, and School Council

## Certification

This policy was ratified by the School Council on February 24th 2022

Signed..........

**PRINCIPAL**

Signed..........

**SCHOOL COUNCIL PRESIDENT**