

# Mawson Lakes School - OSHC

## Policy Statement on Management Committee

*The Mawson Lakes School OSHC Service provides a quality Out of School Hours Care service and operates according to all legal requirements. It makes every effort to reflect the special nature of the community and encourages parent input and takes into account the needs of children, parents, and staff in the operation of the service. The operator and management committee ensures that decisions are made in the best interests of the service.*

*The operator of the Mawson Lakes School OSHC Service is Mawson Lakes School Governing Council.*

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

When deciding on specific policies and procedures, the management relationship between the operator and the OSHC management committee must be clear.

The operator, as defined by the Education and Early Childhood Services Registration and Standards Board of South Australia, is the body which has signed an agreement with the Department for Education to provide an Out of School Hours Care service.

The operator of most OSHC services in South Australia is a school governing council, and usually the OSHC management committee is a subcommittee of the school governing council. Some OSHC services are operated by an independently incorporated body, but may be managed by an OSHC management committee.

- \* The operator ensures that the service is managed in accordance with Department for Education and Australian Children's Education and Care Quality Authority (ACECQA) requirements. Committee members know the requirements regarding:
  - broad organisational goals (objectives)
  - funding and operational agreements, membership, standards, management structure, meetings, auditing, common seal, and dissolution.
  - the formal roles of the chairperson, secretary and treasurer.
- The operator and management committee ensures that all relevant guidelines, acts and regulations are adhered to in the management of the service (for example, funding guidelines, associations rules/constitution, departmental OSHC Standards, departmental AIGs, relevant industrial awards etc.).
- The operator is responsible for ensuring that the service meets all Department for Education requirements and to ACECQA for meeting its requirements.

- Much of the work of the operator is achieved through the OSHC management committee. Membership of the committee is open to all parents using the service. Parents are actively encouraged to participate. The management committee makes recommendations to the operator for its endorsement (ratification), and shall not make decisions or act on behalf of the service without operator approval.
- Decisions about the overall management of the service is discussed at committee meetings and ratified by the operator at Governing Council meetings. The best interests of the families and service always take priority in determining decisions.
- A member of the school council (or operating body) represents the school council (or operating body) on the OSHC management committee.
- OSHC management committee members are elected in accordance with government organisational guidelines and requirements and the operator's requirements. Where possible, it is desirable that at least half the outgoing committee will be re-elected, to ensure continuity of management.
- All new members of committees with responsibilities for operating or managing the OSHC service are oriented into their roles and responsibilities. Returning committee members provide new members with support and encouragement.
- Parents and staff are kept informed about the committee's membership, meetings and decisions and have opportunities for input into the management of the service.
- The committee ensures the service's philosophy statement reflects the needs and values of its clients by evaluating the statement annually. The committee also ensures the operation of the service is always consistent with the philosophy statement.
- Policies and procedures are strictly followed by the committee. They will be regularly reviewed to ensure they meet current needs.
- Operator/committee members who discover the 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 in relation to that issue.
- A process of appeal is included in parent, staff and committee handbooks, should anyone wish to question a decision of the committee (see also Grievance Procedures policy).
- Responsibility for the day-to-day operation of the service is delegated to the Director/Nominated Supervisor. Any matters that the Director/Nominated Supervisor is not confident about resolving, or determines to be significant, is brought to the attention of the operator/management committee for discussion and resolution as soon as possible. Where urgent decisions need to be made, an executive decision is made by phoning/emailing at least a quorum of members of the committee (including at least one executive member).
- The Director/Nominated Supervisor is a member of the management committee. At committee meetings the Director/Nominated Supervisor presents a progress report, including any concerns or any different aspects of care and provides information to assist the committee make its decisions.

- A staff member may ask to attend the management committee meeting, to raise issues on behalf of the educators and to provide feedback to other staff on the committee's decisions. This member is bound by the rules of confidentiality that apply to all members.
- Communication between the operator/committee and educators in relation to their work or the operation of the service is through the Director/Nominated Supervisor. Committee members have direct contact with other staff members only while at the service:
  - as a parent in relation to their child's participation at the service
  - at social functions
  - while accompanied by the Director/Nominated Supervisor.
- The operator/committee members may request access to the service's resources, records etc. only when necessary to fulfil their management responsibilities. All requests for access are made to the Director/Nominated Supervisor, who determines a mutually convenient time. The service policy on 'Confidentiality' is strictly observed. Confidentiality is maintained at all levels by all people.
- Professionals may be invited to attend committee meetings to discuss particular issues, or may be given short-term membership for a particular period.
- Committee members are asked to identify any areas where they need training or resources to enhance their skills and participation in committee tasks. The committee may make an annual allowance in the service's budget for committee training.
- All members should be aware of the grievance policy and, should conflict arise, the grievance procedure is set in place and all steps adhered to. Where parties cannot resolve issues, they will stand down. Matters must not be left unresolved for longer than two months.