

MANAGEMENT COMMITTEE POLICY

The Management Committee provides families and the local community with the opportunity to participate in the management and structure of the Out of School Hours Care (OSHC) Service. When they are involved in decision-making processes, families and the community are more likely to understand the scope of the Service's organisation and activities, local issues and priorities, policies and procedures and assist in the continual improvement of the quality of education and care provided to children within the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
55	Quality Improvement Plans
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

PURPOSE

We are committed to providing a strong Management Committee team who are aware of their roles and responsibilities to the OSHC Service, children, families, educators, and community. The Management Committee will adhere to Education and Care Services National Law and Regulations and the National Quality Standard, ensuring positive working relationships are formed. The Management Committee will maintain their professionalism at all times, performing in an ethical manner, which is reflective of the Service's philosophy.

SCOPE

This policy applies to children, families, staff, management and visitors of the Out of School Hours Service.

IMPLEMENTATION

A Management Committee provides a means to give families a say in what happens within our OSHC Service. We believe in providing families with the opportunity to work in partnerships with our management team to assist in making decisions about how our Service is operating, including policy review and practice which is reflective of our Service's philosophy.

The Management Committee is elected each year at our Annual General Meeting (AGM). The members of the committee include: Executive Committee (Chairperson, Treasurer, and Secretary), Approved Provider, Nominated Supervisor, Director, parent representatives, and two staff representatives.

The Management Committee has an overall responsibility for the sustainability and relevance of the Service. The Committee provides effective governance to support the operation of our quality education and care Service and actively supports families to meaningfully engage with the Service philosophy, policies and procedures and provide feedback to ensure continual improvement.

IN RELATION TO THE OSHC SERVICE:

- committee members must ensure they take their role and responsibilities seriously
- all members must adhere to the Service's *Code of Conduct* and *Privacy and Confidentiality Policy*
- all members of the Management Committee must have a valid Working with Children Check/Vulnerable Person check or Criminal History check (where relevant)
- each new Committee member will receive an induction as per the *New committee member induction checklist (see: Appendix 1)*

- Service management will email details of Committee meeting schedules, agendas, and minutes to all families who request this information.
- the Management Committee will be involved in conjunction with families and Educators in the development and review process for all policies and procedures
- the Management Committee will reflect upon and provide feedback on the Quality Improvement Plan (QIP) documenting continuous improvement
- the Management Committee will ensure all ideas and concerns are recognised and addressed in a professional and timely manner
- the Service management will encourage family participation in the Management Committee to represent the family body of the Service
- written information regarding the Service's management structure will be available to families at all times.
- whilst the Nominated Supervisor is responsible for the day to day running of the Service, it is to be in accordance with the decisions of the Management Committee providing they comply with all regulations and standards
- the members of the Management Committee, (other than the Nominated Supervisor and staff representatives), are elected by those families who attend the Service. Families may join the committee at any time throughout the year.
- all families are encouraged to attend the Management Committee meetings and may vote on motions
- Meetings are held fortnightly on the Monday of the month from 6:30pm to 7:30pm.
- notices and agendas of forthcoming meetings are posted on the notice board
- families may request minutes, meeting schedules, and/or agendas to be emailed if more convenient
- the Management Committee will be made aware of the Service's grievance policy and procedure.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee sets the strategic direction of the OSHC Service and is responsible for the overall operation of the service.

Essentially, the Management Committee has four vital functions and Committee members contribute to one or more of these functions, depending on their interests and skills:

- **Finance:** day to day finances, administration issues, employee duties, general organisation; annual budget, financial statements; legal requirements; insurance policies; reporting requirements to Government bodies- (CCS); fundraising

- **Communication:** Publicity and public relations, keeping the Service’s community informed of Committee decisions, new policies, events, etc.
- **Future planning:** Being actively involved in the Service’s Quality Improvement Plan (QIP) and the Professional Development Plan for Service staff.
- **Policy development:** Formulating and updating the Service’s policies, procedures, and philosophy as required, in conjunction with the Nominated Supervisor, staff, and families.

The complete set of policies is available from the Nominated Supervisor at any time. Families are encouraged to consult these regularly.

REVIEW

POLICY REVIEWED BY	CHARMAYNE NATHAN	DIRECTOR	13/01/2022
POLICY REVIEWED BY			
POLICY REVIEWED	JANUARY 2022	NEXT REVIEW DATE	JANUARY 2023
MODIFICATIONS	<ul style="list-style-type: none"> • Minor edits • Sources checked for currency • New Committee Member checklist added as Appendix 1 		

Appendix 1:

NEW COMMITTEE MEMBER INDUCTION CHECKLIST

INFORMATION

The following information has been explained to new committee member/s

- the history of the Out of School Hours Care (OSHC) Service
- the role of committee and its authority within the service
- the structure of the committee (e.g. positions held)
- committee members’ roles and duties
- new member’s role and duties
- the legal structure of the committee
- legal obligations and liabilities of the committee

- financial status and spending plans
- current and upcoming projects
- current issues (if applicable)
- current sub-committees operating

The new member has:

- been introduced to senior management
- been introduced to other committee members
- been introduced to key OSHC Service staff (e.g. Nominated Supervisor/Director)
- had a tour of the OSHC Service (if unfamiliar)
- been provided with a mentor
- signed and returned a confidentiality agreement
- signed and returned the Code of Conduct

The new member has received:

- rules or constitution of the committee
- documented committee policies and procedures
- a document stating the terms and conditions of appointment
- a document stating the roles, duties, and responsibilities of the position
- a list of current committee members and their contact details
- a schedule of upcoming meetings (date, time, and venue)
- minutes of previous meetings
- last annual report

In relation to the OSHC Service, the new member has received or has access to:

- the Service philosophy
- policies and procedures

copy of *My Time Our Place*

MEMBER NAME			
MENTOR NAME			
INDUCTION PROCESS CARRIED OUT BY		SIGNATURE	
<p>I _____, confirm that I have undertaken the new committee member induction for Bateau Bay Public School Before & After School Care P&C Association and understood the information provided to me.</p> <p>I have received all documentation as per the Induction Checklist.</p> <p>I understand it is my duty to:</p> <ul style="list-style-type: none"> • Act in good faith and for proper purpose • Act with care, skill, and diligence • Not dishonestly use position or information for personal use, and • Avoid conflicts of interest. <p>Member's signature: _____ Date: _____</p>			