



SCHOOL GOVERNING COUNCIL INSTRUMENT OF AUTHORISATION TO THE PRINCIPAL

This document must be tabled, minuted and endorsed at a governing council meeting prior to signing. This process must be done whenever the members change.

1. Management

1.1 Advise council on current management practices in the OSHC service; identify areas for further improvement and how changes can be made effectively.

1.2 Implement any OSHC service or funding agreements.

1.3 Assist with the development and review of OSHC policies and procedures.

2. Staffing

2.1 Provide line management to the OSHC Director.

2.2 Provide overall management and support of all OSHC council employees.

2.3 Recruitment and dismissal of OSHC staff (including management of OSHC staff during any investigation and/or disciplinary process) together with the school governing council chairperson.

2.4 Provide site induction for the OSHC director and staff.

2.5 Approve variations in staff hours that can be met within the approved budget.

2.6 Promote and support professional development of staff employed by the council.

2.7 Undertake ongoing performance and development with the OSHC director that

includes planning, implementation, review and evaluation.

2.8 Assist the OSHC director with identifying training and development needs and opportunities for OSHC staff.

2.9 Ensure there are clear procedures established for the OSHC director and staff to raise workplace, health and safety issues with the OSHC advisory committee and governing council.

Professional development and training

2.10 Where possible ensure that OSHC staff are included in whole of school professional development and training sessions eg, WH&S, risk management training, *Responding to abuse and neglect* and other training – which may involve using relief staff in OSHC to facilitate this.

2.11 In the case of children with additional needs accessing OSHC, support the OSHC director to ensure that OSHC staff are appropriately informed and trained as necessary for working with the children eg, using health care plans, behaviour guidance plans or other supports.

3. Communication

3.1 Maintain effective and regular communication with the OSHC director and the OSHC service.

3.2 Ensure the OSHC director and OSHC staff receive information about what is happening in the school.

3.3 Ensure OSHC news and issues are communicated to other school staff, council members and the school community. Where an OSHC service operates on site, it should be included in site signage, context statements, annual reports, and strategic planning documents.

3.4 Support council with the development, review and implementation of policies and procedures.

4. Finances, facilities, and resources

4.1 Implement and ensure sound site financial management systems that support and monitor accurate and timely OSHC service financial reports for the OSHC director monthly, and for the OSHC advisory committee and governing council at each meeting.

4.2 Support the school governing council and the OSHC director to develop the budget and fees that ensure income covers all expenditure and ensure the OSHC service is viable and sustainable.

4.3 The principal will have a financial authorisation up to \$_____ (amount must be identified within the approved budget).

5. Records management

5.1 Manage, store, and dispose of records in accordance with the department's Records Management policy.

5.2 Manage requests for access to records owned by council.

Principal name:

Council chairperson name:

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Signature.....

Signature.....

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Date.....

Date.....

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