

Teloepa Park School Outside School Hours Care Sub-Committee

Sub-Committee Role

Teloepa Park School Outside School Hours Care (TPSOSHC) operates under Part C 1(d) of the Constitution of the Parents and Citizen's (P&C) Association. The TPSOSHC Sub-Committee (Sub-Committee) was established to manage the operations of the centre and does so in accordance with the P&C Association's Constitution, the National Quality Framework (NQF) comprising the Education and Care Services National Law and the Education and Care Services National Regulations and centre's internal policies.

Sub-Committee Executive

The Sub-Committee Executive comprises a:

- Chair;
- Treasurer; and
- Secretary.

Note: All parents on the executive must obtain an ACT Working with Vulnerable People Card.

Collectively, the Sub-Committee is responsible for:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the service.
- Philosophy and policies - overseeing the development and review of the centre's philosophy, policies and procedures.
- Organisational governance – setting and approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- Strategic planning – reviewing and approving strategic direction and initiatives.
- Regulatory monitoring – ensuring that the service complies with all relevant laws, regulations and regulatory requirements.
- Financial monitoring – establishing and maintaining systems of financial control, internal control, performance reporting, reviewing the service's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the service.
- Financial reporting – considering and approving annual financial statements and required reports. Providing surplus funds to the P&C Association, after retaining an operating reserve, and obtaining approval from the P&C Association for all capital expenditure that exceeds the financial limitations set by the P&C Association.
- Organisational structure – setting and maintaining a framework of delegation and internal control.
- Staff selection and monitoring – recruiting the Director and Administrator positions and overseeing Educator recruitment and management.
- Communication and engagement – providing a focus for communication between the Program and other members of the school community (i.e. P&C Association, students and teachers) and encouraging parent participation in the management of the centre.

- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the service, agreeing or ratifying all policies and decisions on matters which might create significant risk to the service, financial or otherwise.
- Dispute management – dealing with and managing conflicts.

Chairperson

The Chairperson is responsible to the P&C for the overall management of the centre in consultation with the Treasurer and Secretary, as well as the Director and Program Administrator. The Chairperson is also considered the 'Approved Provider', responsible for overall management and control of the service, in accordance with national law and regulations.

The Chairperson chairs all meetings and coordinates the duties of other Sub-Committee members. The Chairperson is also responsible for providing regular reports to the P&C, including an Annual Report and audited financial statements at the Annual General Meeting each year. The Chairperson is the first point of escalation for the Director and Administrator for any issues that they cannot resolve or fall outside their area of responsibility.

Secretary

The Secretary is responsible for maintaining records of all correspondence and taking the minutes at meetings. The Secretary is to circulate draft minutes in advance of the next meeting, for amendment or adoption by the other Sub-Committee members, the Director and the Administrator who also attended that meeting.

Treasurer

The Treasurer is responsible for overseeing the financial transactions for the centre and duties of the Administrator. This includes reviewing financial statements, recommending changes to budgets and ensuring that all financial records are compliant with current accounting practices and the centre's internal policies.