



## Terms of Reference

### Out of School Hours Care (OSHC) Subcommittee

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## 1. Title of committee

Clapham Primary School Out of School Hours Care (OSHC) Subcommittee.

## 2. Purpose of committee

This committee exists as a forum for stakeholders of the OSHC service provided at Clapham Primary School to meet and share information. Performance and other reports, minutes and recommendations from this committee will be provided to Clapham Primary School Governing Council for the final decision.

## 3. Membership

Membership of the OSHC subcommittee includes:

- Site leader or their delegate
- Governing Council Representative
- OSHC Director – (YMCA)
- Service Provider Representative. (YMCA)
- Parents/caregivers of children currently enrolled at CPS OSHC.

Other attendees will be invited to attend meetings as guests/presenters as required.

## 4. Meetings

Meetings are held twice a term on Tuesdays of weeks 2 and 7 at 6-7pm of each school term.

- Each meeting is chaired by the governing council representative.
- The meeting agenda and minutes will be organised by the chair or nominee.
- A quorum will be half the regular membership plus one (50% plus one)
- Committee members can submit a written proxy vote if a member is unable to attend.
- Submissions to the committee must be addressed to the chairperson.

## 5. Sharing information

Minutes are kept on the governing council K drive and are accessed by Administration Staff and Leadership who will distribute to non-governing council members.

## 6. Review

Terms of reference are to be reviewed at the first meeting of the school year after the AGM, and the committee stands for the school year.