

Heathcote Public School P&C ASSOCIATION HOOSH SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Heathcote Public School P&C Association HOOSH(Outside of School Hours Care Service) sub-committee.

2. Aims

- (a) To provide an OOSH service with a program based on "My Time Our Place" - the Framework for School Age Care.
- (b) To maintain standards of care in relation to the service equal to that of the National Education and Care Services Regulation. To comply with all relevant laws and regulations including National Education and Care Services Regulation
- (c) To provide an OOSH service to children and school community at a reasonable cost that supports the needs of the *Heathcote Public School* community.

3. Membership of the sub-committee

The sub-committee shall consist of five (5) members elected annually at the Annual General Meeting (AGM) of the *Heathcote Public School* P&C Association. Membership will consist of: an OOSH Convenor, an OOSH Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer and where there is a bookkeeper employed it shall be this person) and two (2) other financial members of the *Heathcote Public School* P&C Association. The Principal and President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of the OOSH. However, the sub-committee shall be responsible in all its actions to the *Heathcote Public School* P&C association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the *Heathcote Public School* P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the *Heathcote Public School* P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be three (3) members
- (c) A special meeting may be summoned by the OOSH Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the

business of the meeting, shall be given to all members of the sub-committee including ex officio members.

6. Funds

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

All financial transactions are to be undertaken by any two (2) of the following P&C Association: President, Secretary, Vice Presidents, or Treasurer of the P&C Association.

All income received by the OOSH shall be retained by HOOSH for future operational requirements.

Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) OOSH maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the OOSH.
- (c) Capital purchases exceeding \$2,000 (two thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee. Other purchases as per the HOOSH budget.

7. OOSH operation rules

- (a) An audit of the number of enrolments to the OOSH shall be tabled once a term to the *Heathcote Public School P&C Association*.
- (b) A current asset register shall be tabled once a term to the *Heathcote Public School P&C Association*.
- (c) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the OOSH shall remain the sole property of the OOSH and be properly recorded and later accounted for.
- (d) In accordance with the mandatory guidelines developed under the National Education and Care Services Regulation all P&C operated OOSH's must adhere to these guidelines.

8. Employees

- (a) No employee of the *Heathcote Public School P&C Association* shall hold an Officer or position of the elected Executive members; this is as per the constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association in relation to employees of the OOSH and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the OOSH and the adherence of the *Heathcote Public School P&C Associations policies and policies of the service*.
- (d) The sub-committee Convenor shall ensure that the *Heathcote Public School P&C Association* has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association OOSH and report to the P&C President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the *Heathcote Public School P&C Association*.

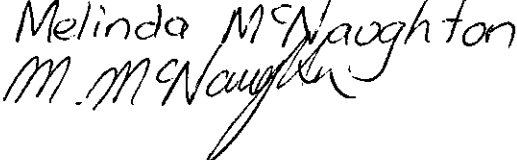
9. Audit

The accounts of the OOSH committee shall be audited annually as part of the audit of the *Heathcote Public School* P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the *Heathcote Public School* P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

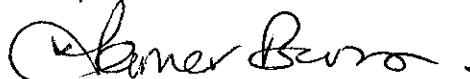
10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the *Heathcote Public School* P&C Association.

CONVENOR

Print Name: Melinda McNaughton
Signature: 

P&C PRESIDENT

Print Name: TAMAR BURNS
Signature:  . 18.08.14.

P&C SECRETARY

Print Name: Lisa Laybutt
Signature:  18.3.14