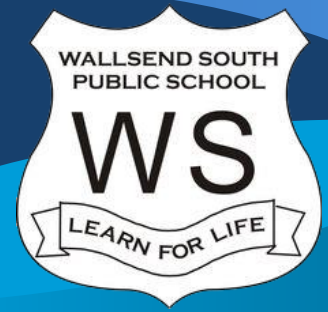


Wallsend South Public School P&C



OOSH Sub-committee Rules

1. NAME

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

2. AIMS

Foster a working relationship between Wallsend South Public School, P&C and Wallsend South OOSH who will be residing on school premises.

3. MEMBERSHIP OF THE SUB-COMMITTEE

The committee shall comprise an OOSH Convenor elected annually at the annual general meeting of the P&C Association. Membership will consist of at least, but not limited to, four (4) other financial members who are willing to help with the duties below. The Principal & President shall be a member ex-officio of the sub-committee

4. DUTIES OF THE SUB-COMMITTEE

- Liaise with OOSH provider to determine any opportunities for improvement of services/facilities.
- Discuss potential initiatives with OOSH to seek their involvement.
- Mitigate any issues that may arise from OOSH being located on premises.

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 four (4) 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 Committee shall be deposited in the associations account.

Any purchases must secure prior approval from the P&C Association or its Executive Committee.

The subcommittee can make recommendations to the P&C for undertaking activities or for a particular use of funds it has raised.

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

7. REPORTING

Committee Convenor or Committee representative to report at each of the P&C Associations general meetings and AGM.

8. ALTERATIONS

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

Position	Name	Signature	Date

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Document Created by Kellie Cathcart 27th February 2022

Document to be reviewed in February 2023