

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.....
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Signature.....
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Date.....
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Date.....
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