

TERMS OF REFERENCE FOR OUT OF SCHOOL CLUB COMMITTEE

ST PETER'S C. of E. SCHOOL

**BIRMINGHAM
B17 OBE**

1. Membership

The membership shall be at least 2 governors plus the Head Teacher and OSC Manager in their voting capacity. The committee members can co-opt other members from the following user groups: governors, parents of children using the Out of School Club (no more than 3).

2. Quorum

The quorum shall be two voting members, excluding the Head Teacher

3. Meetings

The committee will meet at least once every term (3 times a year).

Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

4. Minutes

Pending the availability of the clerk, internal arrangements for taking and distributing the minutes will operate, excluding the Head Teacher, when possible by an external body, who is not a member of the governing body.

5. Chairing

The committee shall elect a Chair and Vice Chair annually.

The Chair will be responsible for drawing up the agenda and distributing to committee members at least 7 days in advance.

6. Reporting to the Governing Body

The Chair will report to the full governing body on main decisions taken and any recommendations that the governing body needs to vote on.

7. Responsibilities

To ensure the provision of necessary facilities for the Out of School Club

To ensure that good quality child care provision is provided

To ensure the provision meets EYFS statutory provision for the under fives who attend.

To ensure the provision meets the extended schools core offer

To have oversight of the finances of the Out of School Club and to consider ways of increasing revenue and raising income from different sources.

To make decisions and recommendations to finance and premises sub committee regarding building work and any additional expenditure outside of the Head Teacher's delegated powers.

To ensure accounts are presented once a year for audit.

To recommend appointment and employment of any paid or voluntary worker or workers to assist in the Out of School Club on behalf of the governors.

To support the Out of School Club manager in the development of the provision.

To receive regular reports from the Head Teacher and Out of School Club manager.

The sub committee will report all its actions and decisions to the full governing body.

These terms of reference will be reviewed and updated annually for approval by the Governing Body.

Through the teachings of God we
Love Others Value Everyone