



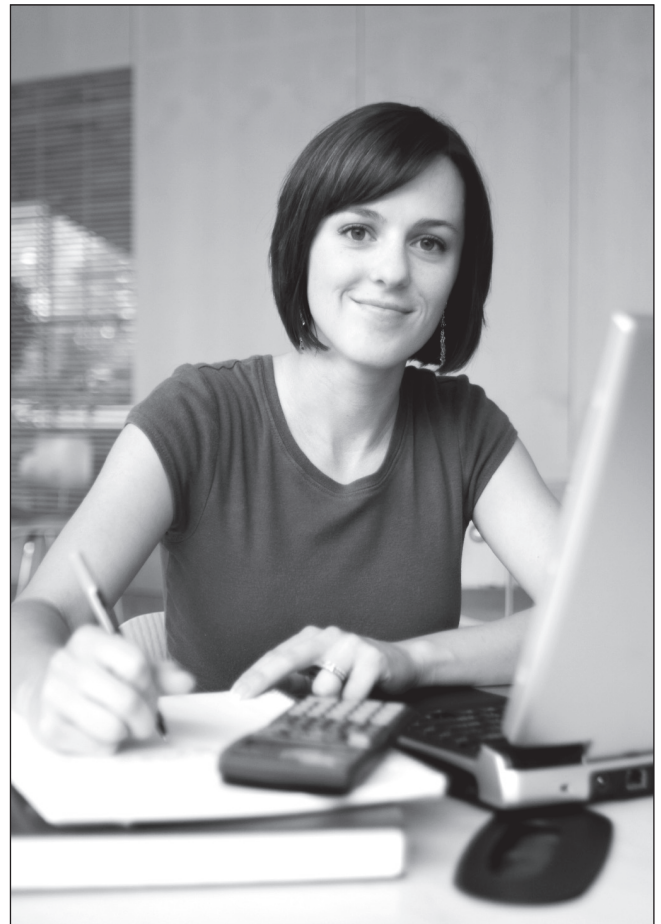
Reports Matter

An essential part of the OOSH Coordinator's job is to report on the service's progress to the Management Committee. After all, the Management Committee is legally the employer and they need to know how the service is functioning!

The Coordinator, as the employee, is responsible for ensuring that the Management Committee is kept informed of all issues that might affect the operation of the service. This can be done informally by discussing and resolving issues as they arise, however, decisions made during these informal exchanges should be documented. One way to ensure that the service's progress is reported consistently is for the Coordinator to prepare a formal, written report which is presented at regular Management Committee meetings.

The Coordinator's Report should be made available to all Management Committee members and staff at least one day before the scheduled Management Committee meeting. If meetings are not held regularly, the Coordinator should still prepare a report at the end of each month, which should be distributed to the Management Committee and filed for future reference.

At Network, we often get telephone calls from Coordinators asking what they should include in their report for the Management Committee. The answer to that is simple - you should address the issues outlined in your Job Description. If you are still unsure, the following example will help.



"BEST EVER" OOSH CENTRE COORDINATOR'S REPORT - JULY 2009

ISSUE	COMMENTS / ACTION
ENROLMENTS/ATTENDANCE	In this section the Coordinator reports on the number of children enrolled and the attendance figures for the report period. For example, total number of children who attended; casual bookings, if there is a waiting list, etc.
FINANCES	In this section the Coordinator reports on issues relating to financial matters for which he/she is responsible. For example, all fees paid in full or some fees outstanding (and what she/he has done to recover outstanding fees), amount deposited into bank, Petty Cash reconciliation, etc.
STAFFING	In this section the Coordinator reports on staff issues. For example, absenteeism, sick/annual/RDO or other leave requested or taken, training attended or requests to attend training, meetings attended, staff resignations, staff shortages, recruitment, grievances, matters arising at the last staff meeting, performance appraisals, etc.

**“BEST EVER” OOSH CENTRE
COORDINATOR’S REPORT - JULY 2009**

ISSUE	COMMENTS / ACTION
ACCREDITATION	In this section the Coordinator reports on the current status of the Accreditation process. For example, Self Study Report submitted, Validator visit, continuous improvement plan, how the staff are meeting the quality areas, etc.
CORRESPONDENCE	In this section the Coordinator reports on correspondence received and/or sent out. For example, letters, bills, Network News, OOSH Update, CCB acquittal, QA, etc.
PROGRAM	In this section the Coordinator reports on the Program of activities. For example, special days, themes, how they have sought children’s input, evaluation of the program, etc.
INCIDENTS/ACCIDENTS	In this section the Coordinator reports on any “incidents” which have occurred at the Centre. For example, accidents involving children, parents disregarding policies, abusive parents, children disobeying policies (specifically, consistently unacceptable behaviour and for which exclusion is seen as the only recourse), etc. The Coordinator should state what action he/she has taken in relation to incidents/accidents.
EQUIPMENT/MAINTENANCE	In this section the Coordinator reports on issues relating to equipment and maintenance. For example, new equipment required, repairs needed or completed, computer upgrades required, etc.
ADMINISTRATION	In this section the Coordinator reports on issues relating to administrative tasks for which he/she is responsible <u>and is not mentioned in other areas of the Report</u> . For example, Policy reviews, production of Staff and Family Handbooks, production of Newsletter, publicity, etc.
MISCELLANEOUS	In this section the Coordinator reports on any other issues that the Management Committee needs to know about. For example, visitors to the Centre, student on practicum placement, interactions with the school and community, fundraising, etc.
COORDINATOR’S SIGNATURE:	DATE:

**THIS FACTSHEET LINKS TO QA 8
‘MANAGING TO SUPPORT QUALITY’.**



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