



Terms of Reference

Environment & Facilities Sub-Committee

PURPOSE

The committee advises the Governing Council about the maintenance of facilities and grounds, aligned with the RPPS Strategic Plan 2022 -2024 Environment Pillar initiatives.

The committee:

- makes sure the buildings and grounds are kept safe and are well-maintained
- makes recommendations about future development of Outdoor Learning Plans and required maintenance and improvement of the grounds and facilities
- considers submissions by parents and staff about additional equipment or facilities for the school
- keeps an ongoing maintenance schedule and a plan of priorities for development for the site

MEMBERSHIP

Membership includes:

- Principal (or delegate)
- 1 Governing Council member as Chairperson
- 1 or 2 staff members
- Groundsperson
- any interested parents/carers, or Governing Council members

MEETINGS AND ADMINISTRATION

All meetings will be chaired by the Chairperson (or proxy).

- Meetings will be held each term at Rose Park Primary School and/or online via google meet link
- Meeting agendas and minutes will be prepared and provided by Chairperson
- A quorum will be half the regular membership plus one (50% plus one)
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting

SHARING INFORMATION

Members will endeavour to raise any queries related to reports in advance of each meeting, and will direct these to the Chairperson.

- Submissions to the committee are to be addressed to the Chairperson
- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the Governing Council or site staff, including the Principal, unless a child is being harmed or is at risk
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the Committee's role through the newsletter and/or school website
- Raise and discuss any budget requirements, issues or concerns with the Governing Council's Finance Advisory Committee

REPORTING

The committee reports directly to the Governing Council Chairperson and site leader.

- Minutes of each committee meeting are provided to Governing Council.
- A report of committee activities is presented to the Governing Council at the end of the year to inform Rose Park Primary School's Annual Report.

REVIEW

Terms of Reference and membership of this committee will be reviewed every two years, or if there is a change to the role of the committee, and submitted to Governing Council for acceptance.

- The effectiveness of this committee will be reviewed against the terms of reference, action plans, and tasks completed as evidenced in meeting minutes and end of year report
- The membership of this committee will be reviewed periodically to ensure members perform their roles and responsibilities effectively against the Terms of Reference and RPPS Strategic Plan 2022 - 2024. Committees will be reviewed at the Governing Council Annual General Meeting and at subsequent committee meetings.

Accepted by Governing Council: August 2022

Next Review: August 2024