



HIGHVALE PRIMARY SCHOOL

Facilities and Environment Sub-Committee

Last amended: April 2012

Review date: February 2013

Terms of Reference

The Terms of Reference should be read in conjunction with the Highvale P.S School Council Standing Orders. The Facilities and Environment Sub-Committee is a sub-committee of the School Council.

The Facilities and Environment Sub-committee shall:

- be aware of the condition and needs of the school facilities
- ensure that policies pertinent to facilities and the environment are reviewed at regular intervals so that they remain consistent with the Strategic Plan.
- organise two working bees each term
- encourage the participation of the Highvale Primary School community in maintenance and improvement of Highvale Primary School buildings and grounds through appropriate working bees
- develop a strategy to maintain and enhance the Highvale Primary School Sanctuary.
- Source and prepare applications for suitable grants to enhance the operations of the Facilities and Environment Sub-Committee.
- in consultation with relevant personnel, make recommendations to Council on aspects of the maintenance and minor works plan for the Highvale Primary School
- maximise the outcomes from the funds allocated to buildings and grounds development and maintenance.

Membership:

- At least three people. At least one of these must be a member of the School Council and is the convener.

Meetings:

- The Facilities and Environment Sub-Committee will meet at least **twice** each school term and prior to normal council meetings to consider education issues as described. It will ensure that appropriate reports and recommendations are prepared for council.
- If the convener of the Facilities and Environment Sub-Committee is absent or unable to preside at the meeting, a member other than the principal elected by the members present at the meeting must preside.