

# Kalinda Primary School Council Facilities Sub-Committee

## Terms of Reference

### Purpose

The Facilities Sub-Committee is responsible for overseeing the maintenance and usage of school buildings, grounds and facilities which includes, but is not limited to, development and maintenance.

### Frequency

The Facilities Sub-committee will meet four times per year (or more frequently where required) and report back at the next School Council meeting on each occasion.

### Members' responsibilities

These include:

- Support the buildings, grounds and facilities maintenance of the school.
- Recommend to School Council prioritized projects (e.g. following review of the Master Plan or conduct of a safety audit) or changes required to the buildings & grounds and any funding that will be needed for these improvements.
- Make recommendations on policy of use of school facilities and communicate these to the School Council and where relevant, the Finance Sub-Committee.
- Encourage the participation of the school community in maintenance and improvement of school buildings and grounds through appropriate working bees.
- Where relevant, ensure parents/guardians are aware of developments and initiatives related to the sub-committee's role, via the newsletter and school website.

### Terms and selection

Sub-committee membership is designed to provide the range of expertise needed to inform and support School Council decision-making.

Members of the Education Sub-Committee serve in their individual capacity for a single calendar year. There is the possibility of renewal for an additional term/s.

The School Council will call for interest from School Councilors' at the first School Council meeting of each year. A nominee will be selected each year to Chair the sub-committee.

A call to the broader School Community for interest in membership of the sub-committee will be made following the first School Council meeting of the year.

The School Council will review its composition and where appropriate, make recommendations for additions or modifications.

## Resources

### **DET School Council – Subcommittees**

<https://www2.education.vic.gov.au/pal/school-council-subcommittees/policy>