



Burnside Primary School ~ Governing Council

Terms of Reference

Grounds and Maintenance Committee

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1 Purpose and scope of committee

The committee advises the Governing Council about the maintenance of facilities and the grounds.

The committee:

- makes best efforts in ensuring the buildings and grounds are kept safe and are well-maintained
- makes recommendations about future development and required maintenance of the grounds and facilities
- encourages and plans for the improvement of the school surrounds
- listens to submissions from relevant sub committees 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

2 Regulatory frameworks

- Relevant WHS policies and guidelines issued by the department, and any other legislative requirements

3 Membership and attendance

Membership of the Grounds and Maintenance Committee is determined by the Governing Council. The committee may be consulted to assist in determining the most appropriate and effective membership structure.

Applications for membership will be sought from the broader school community, as required.

Membership will be determined by the council:

The Committee must comprise a minimum of three (3) members, but have no more than seven (7) members, and must include:

- Principal (or their delegate)
- Governing Council member (Convenor)
- Relevant BPS staff representative e.g. grounds, admin
- Any interested Governing Council members
- Any interested school community members
- One Committee member must be the minute taker
- Persons not employed by Burnside Primary School must comprise the majority of the committee members

Additional relevant non-member person(s) can be invited to attend specific meeting(s) and/or meeting item(s) as agreed by the committee ahead of the meeting(s).

4 Voting

- All committee members are eligible to vote
- Voting will be by a majority of committee members present
- A quorum will be half the regular membership plus one

5 Meetings

Office Holders:

- All meetings will be chaired by the Convenor or their delegate
- Meetings will be held once per term online or face to face
 - Minutes of each committee meeting will be taken by the committee minute taker

Frequency:

- Meetings will be held once per term with a date and time negotiated to suit all members
- Meetings must always be held at least two weeks before the Governing Council meeting and best endeavours for minutes to be submitted for circulation to the subcommittee members no later than 7 days after the subcommittee meeting but prior to forwarding to the Governing Council

Minutes/Agenda:

- The meeting agenda will be prepared by the Convenor in partnership with the principal or delegate
- The Convenor or delegate, no less than 7 days prior to the scheduled meeting, will forward via email the meeting agenda and accompanying documents, such as:
 - the previous meeting minutes and any supporting papers/reports
 - noting that some reports/papers may contain personal and private information about some staff and students, to ensure strict confidentiality, it is the principals (or their delegates) discretion to redact personal details from the reports prior to providing it to the Convenor for distribution to the committee members

The primary means of communication will be via electronic mail (email) which may be supplemented by the provision of hard copies for meeting materials.

6 Responsibilities

The Grounds and Maintenance Committee is responsible for reporting to the Governing Council once per term:-

- On all matters relating to grounds / facilities.
- And will raise and discuss any budget requirements, issues, or concerns with the Governing Council's finance advisory committee.

7 Sharing information and confidentiality

- Submissions to the committee must be addressed to the Convenor
 - 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

8 Reporting

- The committee reports to the Governing Council
 - An overview of each committee meeting is presented to the Governing Council meeting
 - Minutes of each meeting are provided to the Governing Council at the next scheduled meeting
- A report on the committee's activities is presented to the Governing Council annually

9	Code of Conduct
	Members are expected to conduct themselves according to the: <ul style="list-style-type: none">• Burnside Primary School Code of Conduct• Governing Council Code of Conduct• Governing Council Standing Orders
10	Review
	The term of reference, including the effectiveness and membership of this committee will be reviewed by the Governing Council at the beginning of each school year to ensure it meets the need and goals as stated in the purpose of this document.

Review Date: February 2022

Endorsed by the Governing Council – February 2022