Suggested template for terms of reference for grounds and maintenance committee

Disclaimer: this document has been produced by the Department of Education and Child Development. It is provided to school and governing councils as a suggestion to use for a grounds and maintenance committee’s standard terms of reference.

It is not a formal policy or guideline.

The file was produced on 23 January 2017. You have downloaded it from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

# Terms of reference grounds and maintenance committee *template*

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## 1. Title of committee

Grounds and maintenance committee

## 2. Purpose of committee

The committee advises the governing council about the maintenance of facilities and grounds. The committee:

<insert or remove relevant/irrelevant information>

makes sure 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 by parents and staff about additional equipment or facilities for the school

oversees the engagement of paid workers and contractors to maintain school facilities

keeps an ongoing maintenance schedule and a plan of priorities for development for the site.

## 3. Membership

Membership must be determined by the council:

<insert or remove relevant/irrelevant information>

site leader (principal/director) or their delegate

1 governing council member as chairperson

1 or 2 staff members

groundsperson

any interested governing council members

any interested parents.

## 4. Meetings

<insert or remove relevant/irrelevant information>

All meetings will be chaired by <insert name/position title>.

Meetings will be held <how often> at <specify location>.

Meeting agendas and minutes will be provided by <insert name or office holder position title>, this includes:

* preparing agendas and supporting papers
* preparing meeting notes and other information.

A quorum will be half the regular membership plus one (50% plus one).

Members of the committee <can/cannot> submit a written proxy vote if a member is unable to attend a meeting.

## 5. Sharing information

<insert or remove relevant/irrelevant information>

Submissions to the committee must 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 site leader, 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.

## 6. Reporting

The committee reports directly to the governing council chair and site leader.

<insert or remove relevant/irrelevant information>

An overview/report of each committee meeting is presented at the governing council meeting.

Minutes of each meeting are provided to the members of the governing council (if required).

A report of the committee’s activities is presented to the governing council by <insert date> annually.

## 7. Review

The effectiveness and membership of this committee will be reviewed after <insert number of months/years>.