

Terms of Reference for School Playground Upgrade Committee



Establishment

In 2024, the Holy Rosary School Advisory Council (the council) established the School Playground Upgrade Committee (the sub-committee).

1. Purpose

The sub-committee was established to support the school's project to upgrade the playground.

2. Terms

This Terms of Reference is effective from 21 May, 2024 and continues until 21 May, 2026.

The sub-committee is directly responsible to the council and may not speak publicly for the council.

Members will be held to account to the same expectations as those of a council member, as outlined in Section 5 of the Terms of Reference for Holy Rosary School Advisory Council. In addition, they must:

- have a Working with Children Check
- sign and comply with the school's Child Safety Code of Conduct
- accept the MACS Code of Conduct for School Advisory Council members and the MACS Conflict of Interest Policy for Employees, Contractors and Consultants.

This Terms of Reference of the sub-committee will be approved by the principal.

3. Function

The sub-committee was established to assist the Principal to upgrade the school playground, and is guided by (a) the School Advisory Council vision - to enable exceptional learning and wellbeing experiences for the Holy Rosary community, and (b) its purpose - to continually improve the tools, spaces and programs that create a passion for learning and nurture connected children and families.

It will:

- Assist the principal, and/or delegated members of staff, to establish a project plan and associated costs, seeking input from stakeholders as relevant
- Advise the principal on execution of the plan
- Report to the School Advisory Council on progress

4. Guiding priorities

The sub-committee will:

- Hold focus on the Holy Rosary Vision
- Hold focus on the Vision and Purpose of the School Advisory Council.
- Build positive relationships with stakeholders, relevant suppliers and other groups who can support the development and execution of the project plan.
- Maintain accurate documentation
- Ensure sign off from the principal, or delegate, on decisions
- Ensure all relevant health and safety requirements are adhered to
- Ensure principal's approval before quotes are sought

- Ensure the School vision and values are reflected in the activities of the group and that members adhere to child safe practices and Code of Conduct

5. Operating arrangements

The committee will:

- Be led by the chair, appointed by the principal.
- Meet as determined by the committee.
- Update the council on projects, outlining actions, future plans, needs for support and items for council discussion.

6. Membership

The committee will comprise as follows:

- A chair, appointed by the principal who will be either a member of council or another person who, in the opinion of the principal, has the relevant knowledge, skills, expertise or interest, and commitment to the mission of the school to serve a particular need on the sub-committee.
- Members who are parents/carers of students attending the school
- Volunteers, who support specific tasks but are not official members of the committee

Terms

There is no maximum term for the chair or members as long as they are current parents/carers of students at Holy Rosary.

7. Records

Appropriate records maintained by the chair on behalf of the principal. Any agendas and minutes are the responsibility of the chair.

8. Reporting

The sub-committee, through the chair, shall provide summaries to council.

The chair will provide a summary of the activities of the sub-committee to be included in the council's annual report to acknowledge the specific work undertaken by the sub-committee during the year.

Approved by

Christine Shaw

Christine Shaw (Principal)

on 21 / 05 / 2024