



M A G I L L
S C H O O L

ASSETS SUB COMMITTEE

Terms of Reference

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding maintenance, development and issues relating to facilities and grounds.

- Ensure that the buildings and grounds are kept in a safe and well maintained condition.
- Make recommendations regarding future development and required maintenance of the grounds and facilities.
- Encourage and plan for the improvement of the school environment.
- Oversee the engagement of paid workers and contractors to maintain and undertake the up-keep of the School's facilities.
- Outline an on-going maintenance schedule and work towards a plan of priorities for development for the following three years.

MEMBERS

Principal
Office manager
Any interested staff members
Any interested Governing Council members
Interested community members or parents

MEETING SCHEDULES

At least once a term with the date/time negotiated by the committee.

REPORTING

To provide written reports to Governing Council and minutes of any meetings held.