



Environment Committee Terms of Reference 2011

Name: Sts Peter and Paul Primary School Environment Committee

Goals:

To ensure that the school grounds are well- maintained and promote the school's ethos of a supportive and nurturing learning environment, in line with the School Grounds Master Plan.

Deliverables:

Organise at least two Working Bees per year, and as required.

Scope / Jurisdiction:

The school grounds include covered outdoor play areas, landscaping, play equipment, playgrounds and car parks.

Working Bees will include activities similar to those that would be undertaken in a domestic setting by parents (such as gardening, cleaning and painting), and exclude activities that would typically be undertaken by licenced and/or professional tradespeople (such as building, electrical or plumbing work).

The school engages contractors to mow grass and tidy the front of the school, as well as a handyman for minor maintenance. The supervision of tradespeople, contractors and the School Maintenance Officer is the responsibility of the Principal or their delegate.

School building maintenance is the responsibility of the Catholic Education Office and is outside the scope of the Environment Committee.

Guidance from the School Community Council:

Schedule of working bees

It is suggested that Working Bees are held:

- In week 6 of term one, (when enthusiasm among parents is highest).
- In the middle of term 2 (to take care of the autumn leaves)
- About week 8 of term 3 (after winter sport is over and as the weather is warming up).

Examples of activities which may be included in a working bee include such things as:

- Painting (seats, the demountable, the Library and Year 6 courtyards, marking of handball courts)
- Slashing/Whipper-snipping weeds that grow up around fences.
- Removal of autumn leaves from the Kindy courtyard, car parks driveways and playground.

- Weeding, pruning, planting and tidying of garden beds around the school buildings (excluding vegetable gardens associated with the environment centre).
- Cleaning windows and removing cobwebs.
- Tidying courtyards and play areas by blowing leaves or sweeping.
- External drain cleaning

Suggested process to identify issues:

- 6 weeks ahead of the Working Bee date, the coordinator should place an advertisement similar to the text below in the newsletter seeking input from the school community about maintenance issues that need addressing:
 "A school working bee will be held on [date] and the Environment Committee is seeking suggestions from the school community of items in the school grounds that need addressing, such as painting, gardening, minor maintenance or cleaning. Please email your suggestions to xxx or leave a message for the Environment Committee at the school on xxxxx by [date, about a week later]."

Include for the first newsletter of the year:

"The Environment Committee is also seeking enthusiastic parents willing to help organise working bees during terms one to three. Please indicate your interest in joining the committee by emailing to xxx or leaving a message for the Environment Committee at the school on xxxxx".

- The coordinator should seek input from the teacher executive committee (consisting of Principal, Vice-Principal, Religious Education Coordinator and Primary Coordinator).
- The coordinator should seek input from the School Community Council.

Suggested process to organise each working bee:

After the activities for the working bee have been determined, the coordinator should:

- Place an advertisement in the newsletter 4 weeks ahead providing the date and time of the Working Bee, the activities that will be undertaken and tools that will be needed, and asking parents to come and help out and bring their own [rake, paintbrush, gardening gloves, broom, etc]. Ask parents to RSVP to assist with catering.
- Keep reminding people in the newsletter and by other means the Committee can think of.
- Note that jobs don't have to be done on the day of the working bee – for example if a parent volunteers to prune something on a different day.
- Organise committee members to take on various roles such as:
 - Promotion of the Working Bee, including writing a follow up piece for the newsletter outlining how the working bee went and promoting the next one.
 - Purchasing small tools and consumables needed for the planned activities (reimbursable)
 - Liaising with the Vice-Principal for ordering other materials or items.
 - Arranging the catering for the working bee (such as a sausage sizzle, soft drinks, water, snacks)
 - Coordinating/directing the activities of parents who come on the day so people know what they need to be doing

- Making sure all school tools, equipment, consumables are returned to the shed at the end of the day.
- Keeping a list of people who have attended and/or otherwise undertaken activities and arranging for them to be thanked (eg by a thank you card and/or mention in the newsletter).

Committee meetings

The Environment Committee should meet as little or as often as members agree in order to arrange the Working Bees. Arrangements may also be made outside of meetings by phone and email, facebook or whatever works for people. A meeting at the end of, or shortly after, each working bee is recommended to reflect on what went well and to prepare the report for the Council. The Coordinator is invited to attend school community council meetings to seek input and present reports.

Resources and Budget:

There is a shed with small tools and some paint etc in it.

A budget should be prepared at the beginning of each year in conjunction with School Community Council Treasurer. The budget will cover the purchase of small tools and equipment, consumables such as paint, cleaning materials or mulch, and for catering, as well as items to implement the School Grounds Master Plan.

The Coordinator must contact the School Community Council Treasurer regarding accessing funds. The Committee must account for all funds expended.

Governance and Reporting

The Committee should report to the School Community Council before and after each Working Bee.

The first report of the year should contain the dates for the Working Bees for the year.

The report prior to each working bee should outline the planned activities for that Working Bee. All reports to the Council must be lodged with the Secretary in writing at least five days prior to the Council Meeting

The report after each working bee should contain a record of what activities were undertaken, funds expended, the effectiveness of promotion activities and lessons learned to assist in planning for future Working Bees.

The Coordinator should maintain a folder of Working Bee reports and Environment Committee activities to assist in the planning of future events.