

Property Committee

[Standing]

Responsibility of the Board

The property from which the school operates is owned by the Proprietor. The Board is responsible for maintaining the land, buildings and other facilities on the school site in a state of good order and repair. The Proprietor assumes all responsibility for major cyclical maintenance and property development.

The day-to-day management of the school's maintenance rests with the Principal.

Purpose of the Property Committee

The Property Committee, as a committee of the Board, is responsible for:

- a) Making recommendations and reporting back to the Board on all property matters.
- b) Providing guidance to the Principal for day-to-day property matters.

Terms of Reference

The Property Committee is responsible to the Board for:

- a) Receiving guidelines and direction from the Board for property development.
- b) In association with the Proprietor, drawing up a 10-Year Property Plan (10YPP) for maintenance and development.
- c) Bringing the 10YPP back to the Board for the Board's approval or for further recommendation.
- d) Ensuring the tasks assumed from the 10YPP clearly define the areas of responsibility.
- e) Estimating the cost for maintenance and development plans.
- f) Ensuring maintenance and property development is undertaken in accordance with the 10YPP.
- g) Ensuring no school funds are used for capital development on the property.
- i) Addressing Health and Safety issues related to maintenance on the school property.
- j) Reporting to the Board on the results of Property Committee meetings and any response from the Proprietor.

Compliance Reporting

The Principal is responsible for property reporting and auditing the safety of the buildings. Issues are to be reported to the Board, with recommendations on the actions required.