

**BERRY SPRINGS PRIMARY
SCHOOL COUNCIL**

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Terms of reference

BERRY SPRINGS PRIMARY SCHOOL COUNCIL

Infrastructure Committee

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1. Title of committee

Berry Springs Primary School Council Infrastructure Committee

2. Purpose of committee

To provide input and advice on what is needed for infrastructure improvements to the school. Including the expenditure of Berry Springs Primary Schools Building Better Schools Grant.

They provide advice and make recommendations to the School Council, which has the final responsibility for making decisions. The decision-making responsibilities of the School Council should not be compromised by the work of any sub-committee. The Committee does not direct or manage the School Representative Body and all recommendations are to be addressed to the School Council for endorsement and approval.

3. Membership

The School Council will establish an Infrastructure Committee with a minimum of 2 members. The Infrastructure Committee Chair will be a member of the School Council.

Members will be invited via the School Council calling for expressions of interest from the school community. Members will be invited based on their knowledge and expertise of infrastructure activities.

The Chair will ensure meetings are properly convened and that all members have an opportunity to provide input into discussions.

The Chair is responsible for presenting the reports and recommendations to the School Council.

4. Meetings

The Committee will meet before each School Council meeting, whether this be in person, via Zoom or teleconference.

Notes of each meeting will be taken by the Chair and all Infrastructure Committee recommendations will be presented to the School Council.

5. Communication and Reporting

The Infrastructure Committee will provide a report to the School Council secretary no later than Friday prior to the School Council meeting.

Reports will be presented in the form of basic notes, with the committee's recommendations following.

6. Sharing information

The Principal and or School Council will be responsible for sharing information and informing relevant stakeholders (school community, DoE, DIPL etc) on planning and progress as required.

7. Review

Annually, by the Infrastructure Committee for endorsement by the School Council.