



Policy Statement: Governance

Terms of Reference – Property Committee

Purpose

The purpose of the property committee is to provide guidance and advice to the board in fulfilling the board's obligations to protect, maintain and develop assets (including land, buildings and associated infrastructure) to provide a safe, healthy and suitable learning and working environment for students, staff and visitors to the site.

Membership

The membership is at least three members of the board (other than the principal), the principal, and the business manager.

The quorum for meetings will be **four**.

Delegated Authority

The property committee is responsible to the board for:

1. Ensuring that the school complies with all relevant legislation related to property matters.
2. Comply with the negotiated conditions of any current asset management agreement and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students, staff and visitors to the site.
3. Monitoring the implementation of policies relating to property, e.g.
 - [Finance and Property Management](#)
 - [Property Maintenance](#) (includes 10YPP and Cyclical maintenance)
4. Ensuring that plans and projects are submitted to the board for approval.
5. Ensuring that an annual maintenance schedule for assets is in place, and monitoring progress against that schedule.

Meetings

Meetings should be held as needed for projects and should be reported to the full board.

Approved: 26 February 2024

Next Review: 2025

Signed by Presiding Member on behalf of the School Board