

Master Plan Subcommittee Terms of Reference 2017

Background

The MPS has existed as a subcommittee of Fitzroy High School Council for many years. Its recent antecedents have had similar responsibilities to the existing subcommittee and have been named:

- *Buildings and Grounds* subcommittee of Fitzroy High School Council – prior to 2015
- *Environment* subcommittee of Fitzroy High School Council – 2015-2016

When it became clear in 2016 that the major work of the subcommittee would, for the foreseeable future, revolve around the preparation of a new Master Plan for Fitzroy High School, the existing one being prepared many years ago, the name of the existing *Environment* Subcommittee of SC was changed to reflect the central core of its responsibilities.

Thus, when the major remit of the MPS no longer concerns the preparation of a Master Plan for Fitzroy High School it is likely that the name of the MPS will revert to *Environment*.

Purpose

The role of the Master Plan Subcommittee is to assist the school's leadership team and School Council in fulfilling its responsibilities in relation to the School's strategic direction, programs and initiatives.

Strategic direction

By:

- ensuring that the strategic direction of the programs in relation to the school's grounds, and where appropriate the school's buildings, are in line with the philosophy, principles, expected outcomes, directions, policies and actions of the school;
- monitoring, updating, guiding and recommending directions of developments relating to the school's grounds, and where appropriate the school's buildings;
- reviewing relevant policies as required by the school's leadership team and/or school council;
- revisiting the terms of reference of the Master Plan Sub-Committee every year or when directed by the school's leadership team and/or School Council.

Programs and Initiatives

By:

- reviewing and tracking relevant program initiatives prompted by the FHS Strategic Plan and Annual Implementation Plan;
- developing and finalizing the school's Grounds Master Plan;



- overseeing all aspects of the Education for Sustainability (EfS) programs of the school;
- supporting the school's Building Fund.

Membership

The subcommittee will consist of at least four members, but will ideally have six or more.

Members should include:

- School Teaching and Learning leader or a member of the school leadership team
- A classroom teacher
- Two School Council parents or community members
- Parents/carers and local community members are welcome to join.

The School Council will appoint the Convenor of the subcommittee, who will be a member of Council. The subcommittee may elect an acting Convenor if required.

A quorum will consist of three members of the sub-committee including 1 parent.

Any School Councillor may attend a meeting of the subcommittee.

School Council President and the Principal are invited to attend all meetings by the convenor.

The School Council will review the membership annually..

Meetings

The Master Plan Subcommittee will meet within the weeks prior to the School Council meeting. The Convenor will email the minutes to the person responsible for distributing documentation to School Councillors, prior to the School Council meeting.

Responsibilities

The Master Plan Subcommittee will be guided by the long-term vision for Fitzroy High School. To assist in achieving this vision the policies and actions of the Master Plan Subcommittee will be structured around the appropriate features of the following, the:

- school's principles;
- outcomes expected by the school;
- directions of the school which delineate how the outcomes are achieved;
- policies of the school which detail how directions are converted to actions.

More specifically the Master Plan Subcommittee will review, comment upon and make recommendations to the School Council regarding:

- finance – i.e. the status of the Building Fund;
- EfS & general matters relating to Environmental Education and Eco Pedagogy;
- the Grounds Master Plan - to include all related matters such as bicycle parking, car parking, composting, drains/drainage, fences, eating areas, edges, industrial bins, gardens and biota, kitchen garden, lighting, notice/information boards, paths, seating, service boxes, shade, signage, surfaces, recreation areas, recycling, rubbish bins, under-utilized spaces, walls; weather station etc;
- matters concerning neighbours and the community living within the immediate school precinct;

- the 'Operations Report' presented to the sub-committee at each of its meetings;
- other matters as they relate to the subcommittee implementing the school's strategic direction, programs and initiatives.

The Master Plan Subcommittee will review, comment upon and make recommendations to the School Council and/or the Education Sub-Committee of School Council in relation to EfS matters such as:

- community Efs matters;
- educational philosophy;
- relevant policies and program initiatives including teaching and learning programs;
- scholarship and awards;
- student and teacher leadership opportunities.

Authority to act

The Master Plan Subcommittee is authorised to make recommendations in regards to the following:

- the Building Fund;
- EfS & general matters relating to Environmental Education and Eco Pedagogy;
- the Grounds Master Plan and where appropriate the school's buildings;
- matters concerning neighbours and the community living within the immediate school precinct;
- the 'Operations Report' presented to the subcommittee at each of its meetings;
- the name of the subcommittee depending on the view of the school's leadership team and School Council regarding changes to the sub-committee's responsibilities;
- other matters as they relate to the sub-committee implementing the school's strategic direction, programs and initiatives.

Reporting

The Master Plan Subcommittee will report findings and where appropriate recommendations to the School Council and the School Council Consent Agenda, after each meeting. The Convenor will circulate minutes of the Master Plan Subcommittee meetings to Master Plan Subcommittee members and School Council.

Performance

The performance of the Master Plan Subcommittee is to be assessed annually, by School Council, against its terms of reference.