

Michael Oak Waldorf School
Building, Maintenance & Security Committee (“Buildcom”)
Terms of Reference

Introduction

The Building, Maintenance and Security Committee (“the Committee”) is constituted as a sub-committee of the board of trustees (“the Trustees”). Where appropriate the duties and responsibilities of the members of the committee are in addition to those responsibilities as members of the Trustees and/or College.

Purpose of the terms of reference

The purpose of the terms of reference is to set out the Committee's role and responsibilities as well as the requirements for its composition and meeting procedures.

Composition

The Committee shall comprise of at least 3 members, including at least one parent Trustee, one member of College and the School Business Manager. Members of this committee and its chairperson are nominated by the Trustees. The members of the Committee as a whole must have sufficient qualifications and experience to fulfil their duties. The current members are Vincent Message, George Gabriel, Rob Howe, Jacobus Malan, Claudia McCaig and Nick Desmond-Smith (Chair).

Role

The role of the Committee is to ensure that the buildings, grounds and facilities of the school properties:

- are developed to keep up with the evolving needs of the Michael Oak School Community.
- are aesthetically pleasing and well maintained.
- provide a safe and secure environment for all who enter.

The Committee will operate as an overseer and a maker of recommendations to the Trustees and the Administration Group. The daily management of the school facilities remain the responsibility of the Administration Group.

Responsibilities

The Committee must perform all the functions necessary to fulfil its role and/or make recommendations where necessary to the Trustees, the College of Teachers and the School Business Manager on the following:

- Plan for meeting the ongoing and future space and facilities requirements of the School's staff and learners.
- The management of building and greening projects, including those requiring planning and permission.
- Plan for seasonal maintenance and gardening tasks.
- Ensure there are adequate security measures in place to protect school assets.
- Projects are undertaken with regard to protecting our environment.
- Projects are undertaken in a manner that accommodates people with disabilities.
- Ensure all projects have been subjected to a Safety assessment by the school safety officer or an external safety consultant.
- Establish procedures for engaging with service providers such as drawing up specifications for the purpose of eliciting quotations, acceptance of quotations and the sign-off of completed projects.

Accountability

The Committee acts in terms of its delegated authority as a sub-committee established by the Trustees according to the Notarial Trust Deed of the Michael Oak School Association, as recorded in this terms of reference, and is accountable to the Trustees to fulfil its mandate.

Meeting Procedures

- One of the Committee members shall be appointed as chairperson.
- The Committee should hold sufficient scheduled meetings to discharge all its duties as set out in these terms of reference but subject to a minimum of one meeting per term.
- Meetings in addition to those scheduled may be held at the request of any member of the Committee or at the request of the Trustees.
- Committee members must attend all scheduled meetings of the Committee including meetings called on an ad hoc basis for special matters unless prior apology has been submitted to the chairperson or the school secretary.
- If the nominated chairperson of the Committee is absent, the members present must elect one of the members present to act as chairperson for the meeting.
- Wherever possible, decisions shall be taken by consensus and, failing that, by majority vote with each committee member having one vote.

Agenda and minutes

- A detailed agenda together with supporting documentation must be circulated at least three working days prior to each meeting to the members of the Committee and any other invitees.
- Committee members must be fully prepared for Committee meetings to be able to provide appropriate and constructive input on matters for discussion.
- The minutes must be completed as soon as possible after the meeting and circulated to the chairperson and members of the Committee for the review thereof. The minutes must be formally approved by the Committee at its next scheduled meeting.

Quorum

- The quorum necessary for a meeting of the Committee shall be a majority of members.
- Participation by members by way of teleconferencing will be acceptable for purposes of a quorum.
- Individuals in attendance at the Committee meetings by invitation may participate in discussions but do not form part of the quorum.

Evaluation

The Trustees must perform an evaluation of the effectiveness of the Committee on an annual basis.

Approval of these terms of reference

These terms of reference shall be reviewed annually and amended as required, subject to the approval of the Trustees.