Hornsby Heights Public School P&C TOR Version 4/9/13 Page **1** of **2**

 **Hornsby Heights Public School**

**Parents & Citizens’ Association**

Eco Food Garden

Sub-Committee Terms of Reference

1. **Purpose**

The eco food garden sub-committee aims to provide students at the school with the opportunity to be involved in hands-on learning in a productive food garden based on Permaculture principles.

Benefits to students:

Connection to the natural world

An understanding of where food comes from

An alternative learning environment

Sense of ownership

The Eco Food Garden aims to assist in furthering the education of students in areas of:

Life cycles

Ecosystems

Organic food production

Recycling of waste and materials

Water conservation and management

Caring for animals

Companion planting

Microclimates

Soil conservation and improvement

The sub committee will endeavour to:

Formulate a garden design based on Permaculture principles

Coordinate the construction of the eco food garden

Coordinate the ongoing maintenance required in the garden

Establish community links to assist with volunteers required for the garden

Liaise with teachers to enable the garden to be used by students (adult supervision / leadership of in-class activities)

Coordinate volunteers for the garden

Assist in providing resources to class teachers

Determine equipment and material needs of the garden

Raise funds for the garden through fundraising, grant applications, and approaching companies for funds and/or materials donation

Purchasing appropriate equipment and resources

Establish a means of communication on the progress of the garden to interested parties

Undertaking associated administrative tasks and maintain accurate accounts;

Undertaking any other necessary activities consistent with the sub-committee’s purpose

Hornsby Heights Public School P&C Grounds TOR Version A Page **2** of **2**

2. **Membership** The sub-committee shall comprise interested members of the Association and other interested members of the school community.

3. **Meetings** The sub-committee shall elect a Co-ordinator, Secretary & Assistant-Treasurer and hold meetings as appropriate for the effective operation of the sub-committee.

4. **Finances**

4.1 **Ownership of Funds** In accordance with the Association’s constitution, any funds raised or handled by the sub-committee are legally funds of the Association excluding those providing via specific grants from third parties.

4.2 **Funds for Normal Operation** The sub-committee shall raise all funds necessary for its normal operation. The Association may provide additional funds for special projects.

4.3 **Day-to-day Expenditure** The sub-committee has delegated authority to spend the following amounts per term as required for the day-to-day operation of the Eco Food Garden committee without reference to the Association:

Semester One: $5000 non-cumulative

Semester Two: $5000 non-cumulative

4.4 **Additional Expenditure** Any expenditure beyond the amounts specified in 4.3, or on any purchase not consistent with the sub-committee’s purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the propose purchased.

4.5 **Financial Management** The subcommittee shall comply with the ‘Guidelines for Financial Management’.

**5. Reporting to the Association**

5.1 **Representation on the Association** The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

5.2 **Reporting to the Association** The sub-committee shall provide monthly financial report and an Annual Report to the Association’s Annual General Meeting

Tim Inman P&C President (TOR agreed at General meeting 4 September 2013)