



## FACILITIES (BUILDINGS AND GROUNDS)

### **BACKGROUND**

Murrumbeena Primary School, founded in 1917, has a strong basis of tradition and excellence within the community that covers the areas of Murrumbeena, Carnegie, Hughesdale and East Malvern. The school's enrolment of approximately 550 students is supported by a neighbourhood boundary. The school has a professional, stable and dedicated staff of 40 people, which includes a Principal, Assistant Principal and a well-balanced staff profile of leading and classroom teachers. There are a number of support staff in administration, technical support, library support, first aid, kitchen and garden, as well as Teacher Assistants who work with a small number of students across the school.

A canteen operates four days a week, staffed by a part-time school council employee. The School Council Out of School Hours Care program is run by an external provider. Facilities and resources are of a high standard, including a modern Library/Information Resource Centre, Visual and Performing Arts rooms, and a learning centre hosting a Stephanie Alexander Kitchen Garden.

Recent government funding has been acquired to repair the structural supports of the main building and renovate some classroom and attic spaces in the northern and southern towers.

### **PURPOSE**

Murrumbeena Primary School recognises the importance of having thoughtfully developed, well-maintained school grounds and buildings. These will provide a safe and pleasant environment for children, staff and visitors and also promote in our students a sense of pride in their school, an appreciation of the environment, their relationship with it and a shared responsibility for its future.

The Facilities Sub-committee is a part of the School Council and meets on a monthly basis in order to review short- and long-term building and maintenance plans and to report back to School Council on those matters.

### **SCHOOL ASSET MANAGEMENT ROLES AND RESPONSIBILITIES FRAMEWORK**

School assets are managed through the strategic deployment of resources provided by the Department and the school community. Asset management includes:

- Ensuring compliance with Occupational Health and Safety regulations and policies
- Facilitating the regular inspection, testing and maintenance of Essential Safety Measures
- Maintaining buildings, equipment and infrastructure
- Responding to unexpected events impacting facilities
- Implementing School Maintenance Plans
- Participating in the planning phases of state-funded capital works projects.

Schools are provided with funding through the Student Resource Package, including allowances for maintenance, grounds, and annual contracts and Essential Safety Measures. The Department allocates responsibility for strategic management of resources to the Principal through their employment contracts.

## **AIMS**

- To develop grounds and facilities in such a way that the children have the choice of a range of appropriate activities in which to engage.
- To ensure all aspects of the buildings and grounds are safe.
- To carry out improvements to equipment and facilities within the school grounds including all necessary repairs.
- To ensure that the buildings are clean and safe and that cleaning by Spotless (contracted service) is carried out according to the guidelines of DET.
- To ensure the development and maintenance of the school's facilities to promote sensitivity towards the environment.

## **PROGRAM GUIDELINES**

School Council, through its Facilities sub-committee, is responsible for overseeing various aspects related to the school grounds and buildings in the following areas:

- Employment of tradespeople for building and grounds improvements and repairs.
- Organisation and implementation of annual contracts (gas heaters, fire extinguishers, air conditioners, tree audits, etc).
- Employment of gardener/handyperson.
- Organisation of working bees to assist with the general maintenance of school grounds and buildings.
- Organisation and implementation of playground safety checks.
- Implementation of projects as indicated in the Physical Resources Management System (PRMS) audit item list or any other project deemed necessary.
- Management and Joint Use Agreement with swimming centre once per annum.

### **Use of facilities:**

- In order to maintain our facilities for the benefit of our students, the school grounds are open from 7.00am until 6.30pm on school days and are not available for use outside these times.
- Applications to run programs on school grounds after school (before closing time) must go to the School Council for ratification. 10% of the fees charged are payable to the school as a hire fee and are subject to individual legal contracts as set out by DET guidelines (see Hire of School Facilities policy).
- Swimming centre pool (Refer to Joint Use Agreement)
- If invited into the school to supplement curriculum programs (e.g. Chess Club), programs must be conducted out of normal instructional time, and would be subject to room availability. 10% of fees charged to students are payable to the school as a hire fee.
- Independent providers of services to students (e.g. paraprofessionals) may not have use of school facilities for private lessons.

## **EVALUATION**

The Facilities sub-committee will oversee evaluation through:

- Occupational Health and Safety audits
- Register of maintenance contracts and documentation
- Annual Program review
- Attendance records at Working Bees
- General appearance of the school
- Informal feedback from the school community.