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
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 Chairperson, Secretary & Treasure 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:
      
      | Term   | Amount  |
      |--------|---------|
      | One    | $1000.00|
      | Two    | $1000.00|
      | Three  | $1000.00|
      | Four   | $1000.00|

   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 proposed purchase.

   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.