

May 2025

Garden Club - Terms of Reference

Mandate:

To support the garden goals of the school as set out by the administration during the school year. To provide an opportunity to share garden knowledge, learning and teaching with students and teachers. To operate and maintain a healthy and productive garden throughout the calendar year. To build a garden community that will last in the long-term and build traditions that may change with time but in essence will be continued by generations to come.

Co-Chairs: Rachelle Siemens, Megan Atkinson, Michelle Giguere

Committee Members: Susan Russell, Elaine Cutler, Abeer Abdel Hay, Courtney Hall, Brock Ellis, Casey (need last name)

Responsibilities:

- Communications
 - With the school administration
 - With the classroom teachers
 - With the parent community
- Student Garden Sessions
 - Activity planning
 - Procurement of supplies
 - Delivery of lesson
- Operations and Maintenance
 - Garden planning
 - Procurement
 - Daily, weekly, seasonal duties
- Financial
 - Donations
 - Sourcing & Grant Applications
 - Budget Development & Cost Tracking

May 2025

Reporting and Timelines:

A representative of the Garden Club will report to the PAC executive at each PAC meeting, either through attendance in-person of the PAC meeting or via email updates provided in time to be reviewed at PAC meetings.

The Garden Club holds regular garden sessions with teachers and student through the school year. For the 2024-2025 school year, the timeline is as follows:

- October 18, 2024
- November 15, 2024
- December 13, 2024
- January 17, 2025
- February 21, 2025
- March 7, 2025
- April 11, 2025
- April 25, 2025
- May 9, 2025
- May 23, 2025
- June 6, 2025
- June 13, 2025

The Garden Club also organizes a weekly summer watering and maintenance schedule each year. The summer timeline is developed over WhatsApp with the garden club members.

Financial Responsibilities:

The Garden Club requests funding for the running of the school year activities and long term projects. The Club develops a budget for the school year and either requests funding from the PAC or carries out some fundraising (also done through the PAC or grant application).

Final Decision:

Decisions are made through collaboration between the school administration and the Garden Club. Garden Club activities are carried out on school grounds and usually have some impact on the permanent school ground features. As such, the final decisions regarding the Garden Club activities will be made by the school administration. The role of the PAC executive on Garden Club decisions will be to decide on the funding of activities and to provide guidance and suggestions on the direction of Garden Club.