

**Project Name****Danesmead Business Wing**

**Aim:** Manage the Business Wing to generate income for the school.

**Objectives:**

1. Ensure the tenants happy and contented.
2. Ensure the Units are all let.
3. Ensure the terms of the tenancy agreements are observed by all parties; e.g., ensure Wing is cleaned and maintained to required standard, ensure Fire Regulations are observed, etc.
4. Negotiate new tenancy agreements and rental increases.
5. Trouble-shoot any matters arising.

**Team Members:** Dave al Bahrani-Peacock

**Meetings:**

1. Walk the Wing once a week dropping in on the tenants, having a friendly chat, passing on any news or gathering any gossip, rumour, or niggles that may be current on the Wing.
2. Irregular formal meetings if there's any formal business to pass on or discuss with the tenants.

**Ideas List:** Open to suggestions.

**Resources Required:** If anybody wishes to get involved in an important area of the school's management, get in touch with Dave; see the school contact list under Council.

**Links:** The Wing Manager works closely with the School Administrator, and reports directly to the Council of Management at monthly meetings.

**Community Involvement:** Very little active involvement, there are probably very few members of the "Community" who know how the Wing operates and this document itself might lift the veil a little.