

PROPERTY MANAGEMENT POLICY

RATIONALE:

The Board of Trustees has a responsibility to develop and maintain the school buildings, grounds and facilities in order to provide an effective and safe learning environment for staff and students.

PURPOSES:

1. To ensure property development and planning takes into account the strategic direction of the school with regards to student needs, curriculum developments and community priorities.
2. To ensure a well maintained, safe and healthy physical learning environment for staff and students.
3. To protect the assets of the school.

GUIDELINES:

- 1.1 The Property Committee of the Board of Trustees will develop and annually review the 5 Year and 10 Year Property Plans.
- 1.2 The 5 Year and 10 Year Property plans will be developed after taking into account student needs, curriculum developments, community priorities, maintenance and health and safety requirements.
- 1.3 The school environment was reflect a Haurakian and a Maori perspective.
- 2.1 A Fixed Assets Register will be kept for all assets with a value of \$500 or more.
- 2.2 The Property Committee will ensure compliance with all Property Occupancy requirements.
- 2.3 The Property Committee will be responsible for ensuring the implementation of a maintenance plan for the provision of a safe and healthy physical learning environment for staff and students
- 3.1 The school facilities and buildings will be kept secure at all times
- 3.2 Use of school property and assets will be undertaken in such a way as to prevent theft and damage.
- 3.3 School vehicles must be operated in a safe manner.
- 3.4 School facilities will be made available for community use.
- 3.5 The Board of Trustees takes no responsibility for the safety of personal items belonging to staff or students.

REVIEW: This policy will be reviewed according to the Board of Trustees triennial programme of self review (2012).

DATE CONFIRMED: 27 August 2009