

CENTRAL SCHOOL

Te Kura Waenga O Ngamotu



NAG 4 – PROPERTY POLICY

PURPOSE

All land, buildings and services are to be kept to a satisfactory standard to ensure the smooth running of the School and to provide a safe, functional learning and working environment for students and staff.

POLICY

1. To consider, where practicable, community expectations (including student and staff needs) when planning for the school's learning and working environment needs.
2. To ensure an annual programme of preventative and regular maintenance is delivered.
3. To ensure compliance with the conditions of the Property Occupancy Document.
4. To ensure that property management aligns with the school's health and safety policies and procedures.
5. To ensure that appropriate security procedures and protocols are maintained.

GUIDELINES

1. The day-to-day administration of property is the responsibility of the Principal.
2. The board will annually appoint a Committee which shall be responsible for managing the property portfolio.
3. The Committee will, through the Principal's report, regularly report to the Board on property maintenance requirements and costs incurred.
4. The board will approve property programmes and delegate responsibilities arising from any existing or new property initiative.

5. The Principal shall take all reasonably practicable steps to ensure that the school grounds, buildings and other facilities are maintained in safe, tidy, clean, and hygienic condition.
6. Furnishings and equipment will be maintained in a safe and workable condition.
7. A condition assessment shall be completed and the 5 year and 10 year property plans developed in accordance with Ministry of Education requirements.
8. Costs incurred for deliberate damage or vandalism of property is to be recovered from the offending person(s) where practicable.
9. Appropriate insurance policies are to be taken to cover property likely to be damaged or lost through vandalism, theft, fire, flood etc except where cover is provided through the Ministry of Education.
10. Property decisions will be made with due consideration for the 8 principles of the NZ Curriculum.