

## HOKOWHITU SCHOOL PROPERTY POLICY

### **RATIONALE**

The Hokowhitu School Board will ensure that the school grounds, buildings, classrooms, and other facilities are well-maintained, safe, and functional to provide the best possible environment for student learning.

### **GUIDELINES**

1. The Board will comply with all obligations toward school property as detailed in the current Property Occupancy Document.
2. The Board will develop an annual strategic plan, a 10 year property plan (10YPP), and a 5 Year Agreement (5YA) that will prioritise property development and maintenance projects that maximise resources and learning opportunities.
  - a. All managed work programmes will meet the requirements of the Property Occupancy Document.
  - b. All school property projects will be conducted in accordance with the Ministry of Education property procurement framework.
3. The Principal will maintain a fixed assets register to enable the identification of equipment and property that requires renewal or replacement.
4. The Principal will oversee a programme of preventative maintenance checks on fences, buildings, roofs, gutters, swimming pool, and other facilities.
5. The Board will employ a caretaker and/or contractors to generally maintain the classrooms and grounds.
6. The Board will resource the maintenance of all equipment and property, in accordance with the Delegations Policy, to minimise the risk to the health and safety of staff and students as well as maximise the learning environment.
  - a. The Principal is authorised to approve maintenance expenses up to \$5,000 if overall maintenance expenditure remains within the budgeted amount.
  - b. The Board must approve in advance any maintenance expenses over \$5,000, or expenditure that will exceed the annual property maintenance budget.
  - c. The Principal is authorised to initiate any work necessary to address faults or damage to school property that pose an imminent threat to life, safety or health will be remedied or isolated immediately, even if this exceeds the delegated expenditure limit or approved budget allocation, but will report on this to the Board or Presiding Member as soon as possible. .

### **ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**

#### Legislation

- Education and Training Act 2020
- National Administrative Guidelines

#### Guidelines

- <https://www.education.govt.nz/school/property-and-transport/projects-and-design/procurement/>

School Policies, Procedures, and Other Documents

- Property Occupancy Document
- Charter
- 10 Year Property Plan
- 5 Year Property Agreement
- Delegations Policy
- Health and Safety Policy

**Ratification date:** 10 August 2021

**Review date:** Term 3 (August-September) 2024

**Presiding Member:** \_\_\_\_\_

**Principal:**

\_\_\_\_\_