

HOKOWHITU SCHOOL PROPERTY POLICY (2024)

RATIONALE

The Hokowhitu School Board will ensure that the school property is well-maintained, safe, and functional to provide the best possible environment for student learning.

GUIDELINES

1. School property is defined as the land, buildings, and facilities, and includes furniture and equipment.
2. The Board will comply with all obligations toward school property as detailed in the current Property Occupancy Document

General property requirements

3. The Board will ensure that the school property is compliant with all Building Warrant of Fitness requirements.
4. The Board will actively seek to minimise and eliminate health and safety risks on the school site, including through ensuring the property is well maintained, as specified in the Health and Safety Policy.
 - a. 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, 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.
5. The Board will ensure that school buildings are compliant with relevant fire safety legislation and regulations, and that the school maintains a current evacuation scheme.

Capital projects and maintenance

6. The Board will develop a 10 Year Property Plan (10YPP) every five years, and a 5 Year Agreement (5YA), that will prioritise property development and maintenance projects that maximise school 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.
7. The Board will ensure a programme of cyclical maintenance is in place for the school buildings and facilities.
 - a. Cyclical maintenance will be provisioned through setting aside a consistent portion of every operations grant payment.
8. The Principal will oversee a programme of regular maintenance for the school land, buildings, and facilities.
 - a. The Board will employ a caretaker and/or contractors to generally maintain the classrooms and grounds.
 - b. The Principal is authorised to approve maintenance expenses up to \$10,000, if overall maintenance expenditure remains within the budgeted amount, in accordance with the

Delegations Policy.

- c. The Board must approve in advance any maintenance expenses over \$10,000, or expenditure that will exceed the annual property maintenance budget, in accordance with the Delegations Policy.
9. The Principal will oversee the maintenance, upgrading, and/or replacement of equipment and furniture.
- a. The Principal will maintain an asset register of equipment and furniture.

Insurance

10. The Board will ensure adequate insurance is in place for all overcode buildings and facilities.

Leasing property

11. The Board will ensure the form of lease provided by the Ministry of Education will be used for any third party occupancy or casual use agreements relating to school property.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Legislation

- Education and Training Act 2020

Guidelines

- [Property, Procurement and School Transport](#) (Ministry of Education)
- [Property Occupancy Document \(2022\)](#) (Ministry of Education)

School Policies, Procedures, and Other Documents

- Strategic Plan
- 10 Year Property Plan
- 5 Year Property Agreement
- Delegations Policy
- Finance Policy
- Health and Safety Policy

Ratification date: 10 September 2024

Review date: Term 3 (August-September) 2027

Presiding Member

Principal