

POLICY 4a: PROPERTY MANAGEMENT



RUAHINE SCHOOL

The Best I Can Do, The Best I Can Be
Tū māia au ki te mahi, tū rangatira au ki te ao
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RATIONAL

Ruahine School Board of Trustees will endeavour to maintain the school grounds, buildings and facilities in a clean, safe and tidy condition, so that a suitable learning and working environment is provided for students, staff and visitors.

PURPOSE

To;

1. Give consideration to equity requirements
2. Align property management with the Health and Safety At Work Act, 2015.
3. Work constructively with the Ministry of Education
4. Follow a renewal and replacement of furniture, furnishings and equipment programme
5. Follow a **strategic** (long term), **regular** (business as usual) and **emergent** (unplanned and spontaneous) maintenance programme
6. Budget for all elements of implementing the property programme
7. Complete all safety checklists according to the School Building Systems and Features Manual

GUIDELINES / PROCEDURE

1. To ensure that property management is in keeping with health and safety requirements and procedures.
2. To comply and work within the 5 and 10 year property plan according to the agreement with the Ministry.
3. The annual review of the 10 year property plan will be conducted in the form of a proposal, presented by the Board Property delegate and agreed on at a Board meeting, prior to the annual budget approval.
4. The board of trustees establishes and maintains a strategic property management plan. The plan shall be aligned to the future needs of Ruahine School as set out in the 5 and 10 Year Ministry approved Property Plans.
5. The board ensures Ruahine School's property (i.e. physical resources, including buildings, furniture, furnishings, equipment and other facilities), is managed and maintained to provide:
 - a. a healthy and safe environment for students and staff;
 - b. adequate, appropriate and accessible physical resources to administer and deliver the curriculum in an environment that supports and enhances teaching and learning to the highest standards;
 - c. security of property outside of school hours;
6. The responsibility for personal equipment at school or used in relation to school activities, lies with the individuals (e.g. staff, parents, students and visitors). While the school may take precautions and provide a level of security, the school does not accept any liability or responsibility.
7. Unclaimed property may be disposed of at the school's discretion after a holding time.
8. The use of School facilities and assets by others in the community will be permitted at the discretion of the Principal, where such actions do not compromise the needs and objectives of Ruahine School, or the legal limitations of the Ministry of Education.

CONCLUSION

Learning and teaching opportunities are enhanced for students and staff when working within an attractive environment which is hygienic, safe, tidy and secure.

Chairperson:

Principal:

Policy No: 4a

Date of Adoption: 2014

Reviewed: 3 September 2018

References and Resources:

Procedures 4a.1 Asset Protection, 4a.2 Use of the School Hall, 4a.3 Swimming Pool, 4a.4 Contractors

[Licence to Occupy form](#)

[Property 101](#) - Kevin Currin, MOE

[Furniture Tracking spreadsheet](#)

[10YPP](#) - 10 year Property Plan

<https://www.education.govt.nz/school/property/>

[State Schools Property Management](#)

MINISTRY OF EDUCATION GUIDELINES FOR BOARDS

Boards of trustees' role

We notify you, boards of trustees of state schools, of your responsibilities for managing school property in a Property Occupancy Document (POD).

To manage property at your school, you must:

- maintain your school property (see: [Property maintenance](#))
- upgrade and modernise your school buildings (see: [5 Year Agreement funding](#))
- plan for whether you will need new capital works (new buildings and services) at your school ([Contact us](#))

We ask you, as a board, to:

- make sure your school charter outlines how your school property will contribute to raising student achievement.
- make sure property work that you commission complies with all legal and Ministry requirements. Part of your role is to hire the right people, like project managers and contractors, to do your property work. You should make sure that the people you hire meet all legal and Ministry requirements, have an appropriate level of skill for the job, and are working in a healthy and safe environment (see: [Health and safety system for schools and ECE services](#))
- develop a 10 Year Property Plan (10YPP) to plan for the right amount of space and to care for school property so that your school provides the best learning environment (see: [10 Year Property Plan](#))
- manage capital building projects, meeting the Ministry's project management requirements (see: [Project management](#))
- oversee your school's day-to-day maintenance to keep it in good order and repair.

Last reviewed: 20 July 2018

Reference: <https://www.education.govt.nz/school/property/state-schools/roles/>

State schools property management

In this section:

- [Roles in school property management](#)
- [Property Occupancy Document](#)
- [Day to day management](#)
- [School facilities](#)
- [Fixing issues](#)
- [Design standards for school property](#)
- [Property planning](#)
- [Project management](#)
- [Funding for school property](#)
- [Information for suppliers](#)

Reference: <https://www.education.govt.nz/school/property/state-schools/>