

# Hauraki Primary School Policy Document

## Property & Asset Management

### **Rationale**

The Hauraki School Board (the Board) is responsible for applying sound asset management and ensuring that school property is physically safe and well managed.

### **Purpose:**

Through this policy, the Board will ensure we:

- comply with all relevant legal requirements
- approve an annual budget for repairs, maintenance, minor capital works and fixed-asset purchases
- maintain 5- and 10-year asset management plans
- promote a sense of community responsibility for the school and its facilities

### **Guidelines**

1. The Ministry of Education (the Ministry) prepares and funds five- and ten-year property plans for Hauraki School, which include general modernisation and building replacement. These plans are ratified by the Board and reviewed annually.
2. In the annual budget, the Board will allocate funds for:
  - repairs, maintenance and minor capital works to ensure current Hauraki School buildings, facilities and grounds provide a safe physical learning environment;
  - new and replacement fixed asset purchases that reflect the school's priorities as recorded in the Charter and Strategic Plans; and
  - cyclical maintenance.
3. Information contained in the asset register, including the estimated useful life and depreciation rate for each class of fixed assets, generates each year's depreciation figure. This annual depreciation figure guides the Board on the amount of the cash required for fixed asset replacement.
4. A library resources reconciliation is carried out as part of the financial year-end procedures, and library resources are accounted for in our financial statements.

### **Asset register**

5. All assets with a cost of \$1000 or more (or a group of collective assets with a combined value of \$1000 or more) are recorded in the asset register.

6. The asset register is updated as new assets are purchased, or when annual financial statements are prepared.
7. The asset register is reviewed at least annually to write off obsolete assets or to re-value assets when their value to the school has changed significantly.
8. A full stocktake of the asset register should be undertaken every three years.
9. The Board delegates responsibility to manage the asset register to the principal. A separate record of assets under \$1000 that are deemed valuable or at risk of theft should be maintained.

#### **Community use of school facilities**

10. The Board encourages appropriate and respectful use of the school's facilities outside of school hours. The Board uses signage to inform the community on acceptable use of our facilities and expect that any use is in line with our Health and Safety policy.
11. Some school facilities, such as the hall and or the pool, may be hired by the community for short term or longer-term use (hire requests). Any hire requests should not interfere with the day to day running of the school or be likely to damage the school's facilities.
12. The principal and or the Board retain sole discretion to approve hire requests and decide an appropriate fee or donation for doing so.
13. Longer-term use agreements must comply with Ministry of Education guidelines. The hirer will become a Person Conducting a Business or Undertaking (PCBU), sharing responsibility with the Board for health and safety.

Signed: 

**Presiding Member of the Board**

Date: 1-9-25

Review Date: Term 3, 2028

#### **Related policies**

- Cash Management
- Finance
- Health and Safety

## **Appendix One**

### **General Hire Information Hauraki Hall**

#### **Before the function**

1. The application form set out at Appendix Two must be completed and approved by the Principal prior to the Hall being used.
2. A named person must accept full responsibility for the hall hire and that person will be responsible for any damage to the hall, furniture or fittings.
3. The hirer will be required to pay a bond prior to using the hall.
4. Hire costs must be paid in advance.

#### **During the function**

5. The hirer is responsible for disabling and resetting the alarm. Should extra charges be incurred by security call outs, this will be a cost to the hirer.
6. Walls, floors and ceilings are not to be damaged, with any decorations attached with non-permanent fixings, such as blu-tack.
7. Hauraki Primary School is a Smoke Free Zone, and no smoking or vaping is permitted in school grounds or buildings at any time.
8. No alcohol is to be brought onto school premises without express prior approval and agreement with the school, as set out in the hire agreement, and alcohol use will be subject to the Liquor Licensing Laws.
9. The Principal and Presiding Member of the Hauraki School Board, or their delegated agent, retains full authority to exclude or eject any person(s) at any time during a function and to terminate a function.
10. In the event of fire, including alarms from smoke detector equipment, the building must be evacuated. One adult to start evacuation and clear out building while a second adult rings 111. ONCE OUT STAY OUT. Assembly point is on the court area.

#### **After the function**

11. The hall must be left in a clean and tidy condition, which means sweeping or mopping the floor, removing all decorations and rubbish, the lights turned off and the alarm set.
12. Keys must be returned to the Principal on the first working day after the event. Lost keys will incur a penalty of \$50.00.
12. Hauraki School is not responsible for the loss or damage to any person or property associated with the hirer or to any costs incurred by the hirer. No insurance cover is provided by Hauraki School.

## Appendix 2

### Application for Hire of Hauraki Hall

#### Personal details

Name:	
Contact number:	
Email:	
Address:	

#### Function details

Dates required:		
Times required:		
Function start time:		
Function finish time:		
Function details: <i>Please provide details about your function</i>		
Approximate number of people attending		
Will alcohol be served:	Yes	No
Kitchen required	Yes	No

#### Referee

Name:	
Contact number:	
Email:	
Address:	

## **Hire rates**

<b>\$40 hourly rate, 2 hours</b>	
<b>minimum:</b> <sup>1</sup>	
<b>Bond:</b>	\$500.00
<b>Lost key:</b>	\$50.00
<b>Total cost:</b>	

## **Agreement**

The named hirer:

- accepts full responsibility for hiring the hall;
- agrees to abide by the hire information as set out in Appendix One;
- acknowledges they have read the school's Health and Safety policy; and
- acknowledges the bond, in full or part, will be forfeit if the school considers the hall is damaged or not left in a clean and tidy condition.

<b>Hirer signature</b>	
<b>Date</b>	

<b>Hire request</b>	<b>Approved</b>	<b>Declined</b>
<b>Signature on behalf of Hauraki</b>		
<b>School</b>		
<b>Date</b>		

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<sup>1</sup> Hauraki School reserves the right to alter the hire rate and will give 30 days' notice of any changes