

Hauraki Primary School

Policy Document

Property Management

Rationale:

Hauraki School Board of Trustees has in accordance with our obligations manages and maintains school property.

Purpose:

- To maximise the benefit to the school through prudent allocations and control of financial and property assets.
- To protect on site school and personal property.

Guidelines:

1. Buildings, facilities, and grounds at Hauraki School will be maintained so as to provide a safe and healthy environment as indicated by the annually updated Warrant of Fitness.
2. Furniture and equipment in classrooms is to be kept as consistent and fairly distributed as possible across the school.
3. The Board will comply with any current asset management agreement including any property occupancy agreement.
4. The five and ten year property plan will provide a guide for expenditure on the school's land and building and will be reviewed regularly. It will include general modernisation and building replacement.
5. The Board will allocate funds each year to reflect the school's priorities as outlined in the ten year property plan, strategic plan and annual plan.
6. Property maintenance and minor capital works is provided as part of our operational funding.
7. The school will comply with all current relevant acts of legislation and by laws regarding property.
8. When teachers leave the school, all teaching resources provided by the school must remain at the school.
9. Personal resources or belongings should be removed by a teacher who is leaving. If in exceptional circumstances this is not possible, personal property should be collected by a person nominated by the departing teacher.
10. Any personal property belonging to a teacher who has left that has not been collected may be disposed of by the school within three months their departure .

Signed: 

Date: 13 FEB 17

Chairperson Board of Trustees:

Review Date: 13 FEB 20

Related Policies: Health and Safety