

4.04

Property Management

Outcome Statement

In complying with NAG 3, the board of trustees will endeavour to maintain the school grounds, buildings and facilities in a clean, safe, tidy and hygienic condition so that a suitable learning environment is provided for students, and a good working environment exists for staff.

The board is required to develop and maintain a 10 year property plan and to manage large property projects in accordance with the requirements outlined in the Ministry of Education publication, The Property Occupancy Document..

Purpose

To ensure that property management is in keeping with health and safety requirements and procedures.

To ensure furniture, furnishings and equipment are replaced in a systematic and planned way.

To develop a long-term maintenance programme (the school's 10YPP).

To establish a regular maintenance programme.

To prepare a statement of financial requirements for implementing the property programme as part of the annual budget.

To comply with the conditions of the property occupancy document.

Guidelines

- The board has responsibility for establishing a strategic approach for long term property development at the school and for the development of a 10 year property plan.
- The board will establish an annual budget to meet property needs excluding major capital projects.
- The property manager applies expenditure to the appropriate budget codes which are monitored by the office manager.
- Maintenance projects that have an estimated cost exceeding \$1000 require principal's approval.
- Projects greater than \$5000 require board approval.
- Expenditure on property will be monitored by the board at monthly finance committee meetings.
- Five year agreement (5YA) projects are managed by an agreed property consultant, the board being well informed via the principal of all projects that fall within this area of funding.
- The principal is responsible for developing a plan to ensure that furniture, furnishings and equipment are renewed and upgraded as requested.

- The ministry requirements of the property management handbook are followed for new property developments with the board, via the principal, being updated on any property development programmes.

Supporting Documentation

Five Year Agreement

<https://www.education.govt.nz/school/funding-and-financials/funding/5-year-agreement-funding>

Ten Year Property Plan

<https://www.education.govt.nz/school/property-and-transport/property-planning/10ypp>

Property Occupancy Document

<https://www.education.govt.nz/assets/Documents/Primary-Secondary/Property/Roles-and-responsibilities/PODStateSchools.doc>

Property Maintenance

<https://www.education.govt.nz/school/property-and-transport/maintenance-repairs-security/property-maintenance>

Project Management

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

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 25.02.21

Date for policy review: February, 2024