



NEW PLYMOUTH BOYS' HIGH SCHOOL
Te Kura Tuarua mō ngā Tamatoa o Pukeāriki

POLICY : PROPERTY

Reference Number	D404
Section	Resources
Written By	Chairperson, BOT Property sub-committee
Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	October, 2005
Review Date	February, 2018
Associated Policies	Finance/Health and Safety/Information Technology
Associated Procedures	NZQA Standard 1.2.3 with reference to NAG 4 and 6 / Job descriptions – Deputy Principal, Executive Officer and Property Manager / MOE Guidelines to Property and Project (available on line at www.minedu.govt.nz) / NPBHS Accreditation Document 2 – Financial, Administrative and Physical Resources - Part Two Physical Resources.

RATIONALE :

To ensure that NPBHS effectively manages the assets under control of the school, including the hostel.

PURPOSE :

To ensure that:

- Premises, facilities and other physical resources are adequate to cater for the number of students and courses offered.
- A safe, positive and attractive learning environment is provided.
- Ministry of Education and local body requirements are complied with.
- Future development plans should cater for the changing needs of the school and have regard to the schools traditional character.
- NPBHS operates an appropriate maintenance programme.

GUIDELINES :

1. A Property subcommittee shall meet every two months. This meeting to be scheduled to be in the week preceding a full Board of Trustees meeting.
2. The Property committee will comprise : Board of Trustees Chairman, Finance spokesman, two additional Board of Trustees members, Property Manager, Headmaster, Deputy Headmaster and the Executive Officer.

3. Reports to this meeting shall be furnished by :
 - The Property Manager (current status of property, maintenance, equipment required)
 - The Deputy Principal (School property status, requests raised from annual needs analysis from Heads of Department, OSH issues, curriculum related property requests)
 - The Executive Officer (Ministry of Education related issues, future planning, financing reports, ongoing projects)
 - The other Board of Trustees committees such as ICT, Hostel and Finance on an “as need basis”.

Reports are to include recommendations and requests relating to non programmed maintenance, progress reports of programmes “in hand” and developments currently in planning.

4. The school will comply with all Ministry of Education requirements – ensuring that this occurs being the responsibility of the Property Manager and Executive Officer. Examples of this include: 5 and 10 year plans, programmed maintenance and liaising of project management including Ministry of Education and contractors.
5. An assets register will be kept by the Executive Officer – items with value exceeding \$2,500.00 will be capitalised.
6. Requests for capital works / property development must be made via the Deputy Principal (as part of the annual needs analysis) for inclusion in property budget and future committee consideration.
7. Working committees of the Property Committee or Board of Trustees will be established to manage capital building projects.
8. Decisions reached at Property Committee level require full Board of Trustees ratification.

30 January, 2013