

Greymouth High School Board of Trustees

Property/Buildings Policy



Policy Statement

Greymouth High School's land, buildings, amenities, facilities and equipment are maintained and developed to benefit its students and to meet the requirements of NAGs 4 iii. Buildings, grounds and equipment are well maintained, clean and safe.

Guidelines

1. The school complies with all statutory requirements and regulations with respect to property management.
2. A 10 year property plan is developed, regularly reviewed and followed, covering planned maintenance, modernisation, refurbishing of existing facilities and development of new facilities. The plan should show clear links with: Ministry of Education Grants, School Fundraising, teaching and learning requirements and the School's Charter.
3. Priority should be given to health and safety of students, staff, contractors and the public.
4. The physical environment should aim to be aesthetically pleasing and environmentally sustainable.

Specific responsibilities Delegated to the Finance/Property Committee

The Finance/Property Committee of the Board of Trustees will operate within the Terms of Reference and delegations established by the Board of Trustees. The Committee will take responsibility for overseeing and monitoring the school's financial and property resources, commitments and obligations. The Committee will report to and provide advice to the Board on financial and property matters.

Monitoring of Compliance

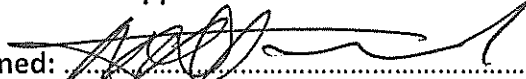
The Board monitors the implementation and effectiveness of this policy through reports and commentaries from the Principal and Finance/ Property Committee which will:

- Review monthly property reports
- Monitor compliance with the 10 year property plan
- Focus on the provision of a safe, healthy, learning environment for students, staff, contractors and the public.

The Board expects that the following documents outlining management policies and procedures or practices exist in the school and are regularly reviewed by management. These documents will be available to the Board on request.

| <u>Supporting Documentation</u> | <u>Procedures</u> |
|--|---|
| Financial Information for Schools Handbook FISH Property Occupancy Document (POD) Minutes of the Finance/Property Committee | Asset Register Health and Safety procedures including hazard identification 10 year property plan (10YPP) |

Reviewed & approved at Board of Trustees meeting held on: 3 May 2017

Signed:  (Mel Sutherland, Board Chair)

Review Date: April 2019