

Thornton School – Property Management Policy

Rationale

Maintenance of school property, plant and equipment is vital to achieve an environment that is safe, hygienic and conducive to teaching and learning in line with the school charter and relevant government legislation.

Purpose

- To plan for the long term maintenance of all property, plant and equipment.
- To prepare annually a statement of ongoing maintenance requirements and the cost to the budget.
- To provide a safe working and learning environment through a regular maintenance programme.
- To establish and maintain an asset register of all equipment items concerned with the delivery of curriculum areas, administration, learning and teaching programmes.
- To develop a basis for present and future insurance policies, and grounds for calculating and depreciating value of all equipment assets.
- To comply with all occupational health and safety codes and the required Acts in Health and Safety including local body regulations.
- To access capital works need and advise the Ministry of Education.

Guidelines

1. Clearly defined roles are set out for the Board members with responsibility for property management.
2. The annual budget must provide for ongoing maintenance to existing property, plant and equipment.
3. A 10 year property maintenance plan is provided and updated annually.
4. The Board of Trustees is responsible in consultation with the Principal formulating and developing:
 - a) An equipment and furnishing programme and its monitoring procedures.
 - b) Long term plan of replacement and repair.
5. The Principal is responsible for the day to day administration of the programme. Authority may be delegated for administering all or some of the programme.