



POLICY 4.3

PROPERTY MANAGEMENT AND USE OF BUILDINGS POLICY

PRINCIPLE:

Tokomaru School has a commitment to maintain the school grounds, buildings and facilities in a clean, tidy and hygienic condition so that a suitable learning environment is provided for pupils and staff, and working environment for all staff. It is available for responsible use by local groups and organisations.

PURPOSE:

1. To ensure that systems are in place for the regular maintenance of school buildings and facilities, taking account of Health and Safety.
2. Use by groups to be considered by Board of Trustees ie;-Donation etc
3. To ensure that, in property management, consideration is given to equity and Treaty of Waitangi requirements.
4. To comply with the conditions of the MOE Property Occupancy Document (POD).

GUIDELINES:

1. A member of the Board of Trustees or the caretaker is required to regularly (at least monthly) inspect the school buildings and facilities, and report any items for repair directly to the Principal.
2. In consultation with the Principal and the Board property representative, the school caretaking staff will undertake an agreed programme of maintenance on the school buildings and facilities.
3. The school Principal, the school caretaker and board property representative to identify furniture, furnishing and equipment for replacement, will undertake an annual survey.
4. In accordance with Ministry of Education Requirements, the Board will compose, and where appropriate, up-date a 10-year property plan. It is the responsibility of the Board's property representative to annually review the plan and arrange for the implementation of any capital works or maintenance requirements identified in the 10-year property plan for that year.
5. The community will be consulted regularly in the planning and development of property management programmes.
6. Where appropriate, facilities will be provided for pupils with physical disabilities.
7. Any alcohol on school premises at the discretion of the Board of Trustees.

REVIEWED: October 2020
REVIEWER: S. Mudgway
APPROVED: November 2020
NEXT REVIEW DATE: November 2023

APPROVED BY _____ **DATE** ____/____/____
Chairperson, BOT