



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

PROPERTY MANAGEMENT POLICY

No 403

Rationale

According to NAG 4 the Board is required to comply with current asset management agreements and to implement programmes of maintenance to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students. According to NAG 5 the Board must provide a safe physical environment for students and employees.

Policy Statement

The Board in meeting its statutory obligations will:

1. provide a safe working and learning environment.
2. comply with legislation concerning occupational health and safety and with Health and Safety Code.
3. facilitate appropriate long-term maintenance of all property, plant, and equipment.
4. prepare an annual statement on achievements towards addressing long term maintenance schedules.
5. ensure ongoing preventative maintenance is provided for.
6. ensure that the school provides a safe, clean, hygienic facility that is attractive and conducive to teaching and learning.
7. provide appropriate staff facilities for work preparation, classroom delivery, meetings, and relaxation.

Policy Guidelines

1. A committee of the Board will be established with clear terms of reference and protocols to oversee the management of school property.
2. The annual budget will provide for ongoing maintenance to existing plant, equipment and property as well as provide for capital improvement to the school facilities.
3. A Cyclical maintenance Plan will be provided and updated annually and reported to the Board.
4. A programme of preventative maintenance, including checklists will be implemented and reviewed annually.
5. The Board will be provided with a report at its monthly meeting concerning maintenance of assets by the property committee.
6. The school will comply with all requirements for health and safety, including where appropriate, local body regulations.
7. All day-to-day maintenance requirements and management of school property staff will be delegated to the principal.

Ratified by Board: 4 December 2023

Next Review: December 2026
