



POLICY 4B:

PROPERTY MANAGEMENT

(To fulfil the requirements of National Administration Guideline No. 4)

PURPOSE:

To ensure that the Board of Trustees makes suitable and adequate provision for the management of school property.

LEGISLATIVE REQUIREMENTS	RELEVANT REFERENCES	EXPECTED OUTCOMES	PROCEDURES & DOCUMENTATION
<p>1. Allocate funds to reflect the school's priorities as stated in the charter;</p>		<ul style="list-style-type: none"> ▪ <i>The preparation of an annual budget to allocate funds for operational objectives and long-term strategic goals.</i> 	<ul style="list-style-type: none"> • Financial Management - P • Budgeting – P • Annual Budget – D
<p>2. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;</p>	<ul style="list-style-type: none"> • Public Finance Act 1989 • Education Act 1989 	<ul style="list-style-type: none"> ▪ <i>The development and implementation of procedures for the monitoring and reporting of financial transactions on a monthly and annual basis.</i> ▪ <i>The administration of adequate systems of internal control.</i> ▪ <i>The preparation of an audited set of annual accounts and financial statement that meets MOE audit requirements and is presented within a given time frames.</i> 	<ul style="list-style-type: none"> • Financial Management – P • Approved Delegations – D • Expense Claims – D • Order Books – D • Asset Register – D • MOE Gazette Notices/Circulars - D • Hiring of School Facilities - P • Financial Reimbursements - P • Investments - P • Monthly Financial Reports - D • Annual Financial Statements – D • Annual Audits – D
<p>3. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.</p>	<ul style="list-style-type: none"> • Education Act 1989 • Education Lands Act 1949 • Disabled Persons Community welfare Act 1975 • Civil Defence Act 1983 • Fencing of Swimming Pools Act 1987 • Resource Management Act 1991 • Fire Safety & Evacuation of Buildings Regulations - 2006 • Building Act 2004 • Fire Service Act 1975 • Fire Safety & Evacuation Of Buildings regulations 1992 • Health & Safety In Employment act 1992 • Relevant Local By-laws • Property Occupancy Document 	<ul style="list-style-type: none"> ▪ <i>The implementation of asset management programmes for the regular upkeep and maintenance of all property and equipment.</i> ▪ <i>Compliance with the provision of the signed Property Occupancy Agreement.</i> ▪ <i>Adequate provision for meeting the needs of people with disabilities.</i> ▪ <i>Compliance with the current legislation applying to grounds, facilities, buildings, equipment, fire safety and civil defence.</i> ▪ <i>The provision of a safe and healthy learning environment.</i> 	<ul style="list-style-type: none"> • 10 Year Property Plan - D • Annual Development Plan – D • Asset Register – D • Monthly & Annual Reports – D • Building W.O.F. - D • Hazard Ident. - D • Property Management - D • Vandalism - P • Swimming Pool – P • Cleaning Sched. – D • Insurances – D • Key Register – D • Maintenance Checklists – D • Occupancy Doc. – D • Strategic Plan – D • Pool Log - D