

# Property policy

The Board of Trustees recognises the need to provide a well maintained, safe, attractive and functional learning environment.

This will be done as follows:

1. Defining the roles of Principal, Property Officer, Executive Officer and Board of Trustees member with special responsibilities in this area.
  - a. PRINCIPAL - has responsibility for the day to day running of the school.
  - b. PROPERTY OFFICER - responsible for the day to day property maintenance, overseeing work of gardening staff and contract cleaning work standards, responsible for the care of equipment and purchasing of small maintenance items within allocated budget.
  - c. EXECUTIVE OFFICER - is responsible for maintaining the Asset Register, ensuring inventories are maintained, overseeing budgets/expenditure, arranging insurance requirements, arranging quotes when required for large projects or purchases, supervision and purchasing of stores and classroom equipment and overseeing property projects.
  - d. BOARD of TRUSTEES PROPERTY COMMITTEE - meets as required with Principal and reports to Board meeting with recommendations regarding required action.
2. Maintaining furnishings and equipment in a safe and workable condition. Will require the compiling and maintaining of a school assets register.
3. Ensuring health and safety policies and procedures are in place and monitored. E.g. fire and earthquake drills, fire department inspections, swimming pool maintenance and electrical checks.
4. When property matters are under consideration, input will be considered from staff, parents and community as appropriate. School pupils will also be encouraged to take a pride in the school and assist in maintaining a safe and attractive environment.
5. The Board of Trustees will support the community's use of school facilities provided this does not interfere with the smooth running of the school and security and safety requirements are complied with.