



TE AWAMUTU COLLEGE POLICY STATEMENT ON PROPERTY MANAGEMENT

Rationale

The school's buildings and facilities should be well maintained in order to ensure a pleasant and appropriate learning environment for students, and a pleasant and appropriate working environment for staff.

Purposes

1. To ensure that the requirements of the Charter are met.
2. To ensure that property management is in keeping with Health and Safety requirements and procedures.
3. To assess capital works needs, and advise the Ministry of Education.
4. To establish a system for renewing/replacing furniture, fittings, plant and equipment.
5. To develop preventative, regular, and long term maintenance programmes, for example, 5YA (Five Year Agreement), 10YPP (Ten Year Property Plan) and Cyclical Maintenance Plan.
6. To prepare a statement of financial requirements for implementing the property programme to be included in annual budgeting.
7. To comply with the conditions of the Property Occupancy Document.
8. To review and maintain adequate security systems.

Guidelines

1. Each year, the Board of Trustees will confirm a Property Committee (consisting of Deputy Principal in charge of Property and two Board members).
2. The committee will be involved in policy development, have responsibility for development of programmes, and for negotiation with the Ministry of Education, and will conduct an Annual Review.
3. The committee will report to the Board each meeting.
4. Management of programmes is the responsibility of the Principal or Deputy Principal as delegated.
5. Day-to-day property supervision, and supervision of cleaning and caretaking staff is the responsibility of the Caretaker/Property Manager.
6. The Ministry of Education's Creative Learning Environment Criteria will be a focus when classrooms and learning environments are upgraded or modernised.

CHAIRPERSON

DATE 22/6/21

PRINCIPAL
16 June 2021

DATE 17/6/21