



**NEW PLYMOUTH BOYS' HIGH SCHOOL**  
TE KURA TAMATĀNE O NGĀMOTU

<b>Title</b>	<b>PROPERTY</b>
<b>Reference Number</b>	D404
<b>Section</b>	Resources
<b>Written By</b>	Executive Officer
<b>Checked By</b>	Assistant Headmaster
<b>Approved By</b>	Headmaster
<b>Issue Date</b>	February 2021
<b>Review Date</b>	February 2024
<b>Associated Policies</b>	Finance/Health and Safety/Information Technology
<b>Associated Procedures</b>	

### **RATIONALE :**

To ensure that NPBHS effectively manages the assets under control of the school, including the hostel.

### **PURPOSE :**

To ensure that:

- Premises, facilities and other physical resources are adequate to cater for the number of students and courses offered.
- A safe, positive and attractive learning environment is provided.
- Ministry of Education and local body requirements are complied with.
- Future development plans should cater for the changing needs of the school and have regard to the school's traditional character.
- NPBHS operates an appropriate maintenance programme.

### **GUIDELINES :**

1. A Property subcommittee shall meet every two months. This meeting to be scheduled to be in the week preceding a full Board of Trustees meeting.
2. The Property committee will comprise : Board of Trustees Chairman, Finance spokesman, two additional Board of Trustees members, Property Manager, Headmaster, Assistant Headmaster and the Executive Officer.
3. Reports to this meeting shall be furnished by :
  - The Property Supervisor (current status of property, maintenance, equipment required)
  - The Assistant Headmaster (School property status, requests raised from annual needs analysis from Heads of Department, OSH issues, curriculum related property requests)

**BE THE EXAMPLE**



- The Executive Officer (Ministry of Education related issues, future planning, financing reports, ongoing projects)
- The other Board of Trustees committees i.e. ICT, Hostel and Finance on an “as need basis”.

Reports are to include recommendations and requests relating to non programmed maintenance, progress reports of programmes “in hand” and developments currently in planning.

4. The school will comply with all Ministry of Education requirements – ensuring that this occurs being the responsibility of the Property Manager and Executive Officer. Examples of this include: 5 and 10 year plans, programmed maintenance and liaising of project management including Ministry of Education and contractors.
5. An assets register will be kept by the Finance Manager – items with value exceeding \$1,000.00 will be capitalised.
6. Working committees of the Property Committee or Board of Trustees will be established to manage capital building projects.
7. Decisions reached at Property Committee level, (Such as the MOE 5YA/10YPP), require full Board of Trustees ratification.

