



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Title	PROPERTY
Reference Number	D404
Section	Resources
Written By	Executive Officer
Checked By	Assistant Headmaster
Approved By	Headmaster
Issue Date	March 2021
Review Date	March 2027
Associated Policies	D403 Financial Management D401 Information and Communication Technology A102 Health & Safety
Associated Procedures	

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 will be scheduled two weeks prior to the full Board of Trustees meeting.
2. The Property committee will comprise : Board of Trustees Chairperson, two additional Board of Trustees members, Property Manager, Headmaster and Deputy Headmaster.
3. Reports to this meeting shall be furnished by :
 - The Property Supervisor (current status of property, maintenance, equipment required)
 - The Deputy Headmaster (School property status, requests raised from annual needs analysis from Heads of Department, OSH issues, curriculum related property requests)
 - The Headmaster (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 needed 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 Supervisor and Deputy Headmaster. 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. Recommendations reached at Property Committee level, (Such as the MOE 5YA/10YPP), require full Board of Trustees ratification.

