

OUR LADY OF THE SACRED HEART SCHOOL

PROPERTY MANAGEMENT POLICY

To provide a safe, attractive and creative physical learning environment, that is well maintained and within the resources available to the school.

OWNERSHIP OF SCHOOL PROPERTY

1. Land and Buildings

All the school land, buildings and other improvements situated in Banff Avenue, Epsom, Auckland, are owned by the Roman Catholic Bishop of the Diocese of Auckland. This is including all as listed and contained in the First and Second Schedules of the 1982 Integration Agreement and any supplementary agreements.

2. Furnishings and Equipment

All chattels such as furnishings and equipment shall be the property and responsibility of the Board of Trustees.

PROPERTY MAINTENANCE SCHEDULE

The Board of Trustees will comply with the conditions of the Property Maintenance Schedule (PMS) which is attached as the First Schedule to the Integration Agreement 1982.

MAINTENANCE & CAPITAL WORKS

1. The Board of Trustees shall be responsible for preparing and implementing the 10 year Property Plan, including the development plan and annual maintenance programme.
2. All matters relating to maintenance and capital works shall be undertaken in accordance with the *Handbook for BOTs of New Zealand Catholic Integrated Schools*, refer Part 9 Property Matters and other Proprietor's and/or MoE guidelines and/or directives.

DAMAGES TO PROPERTY

All property that belongs to the school must be treated with respect. Damage to property will be classified as either wilful or accidental.

It is the view of the Board of Trustees that wilful damage should be recovered as specified in the school Procedure Manual.

RUNNING COSTS

Running costs of the school will be the responsibility of the Board of Trustees and will be met from the operations grant.

Running costs covers such things as:

- Heat, light, water accounts
- Rates
- General maintenance and cleaning
- Rents

INSURANCE

1. Integrated school Buildings and Facilities.

The Proprietor is responsible for insuring integrated school premises against all insurable risks, including fire, earthquake, storm, flood, burglary, arson, vandalism and malicious acts.

2. School Furniture and Equipment

The Board of Trustees is responsible for the insurance of the furniture and equipment used by the school for education purposes.

3. Community Funded and Non-Integrated Facilities

The Board of Trustees is responsible for ensuring that any Community and Non-Integrated facility in which they have a financial or other interest is covered by buildings and content insurance.

ACCESS AND USE OF SCHOOL PROPERTY

1. The Board of Trustees will allow the Proprietor or the Proprietor's Agents access to the school at any reasonable time to ensure the property is being looked after (and special character is being maintained).
Refer CL 9.14 Handbook
2. The Board of Trustees will allow all reasonable requests from the Proprietor to make available all or part of the school premises and chattels to the Proprietor or other persons. The user may be asked by the Board of Trustees to make a payment to recover any costs
Refer CL 9.14 Handbook.

References:

Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools 2010.

Adopted as Policy 1 June 1992
 Reviewed June 19 1996
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 Reviewed October 19 2005
 Reviewed 16 August 2006
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 Reviewed 11 August 2010
 Reviewed 28 August 2013

CHAIRPERSON

SECRETARY