

## POLICY 20

# PROPERTY MANAGEMENT AND ASSET PROTECTION

*The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.*

### 1.0 Purpose and Scope

1.1 The Board of Trustees (the Board) recognises that the Mission College Trust Board (the Trust Board) is the owner proprietor of the school premises and fixtures. Capital works shall be negotiated and agreed with the Trust Board.

1.2 Assets must be protected and well maintained to provide a safe, quality learning and working environment for students and staff. The Board of Trustees oversees the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets.

### 2.0 Guidelines

2.1 The Board delegates authority to the Property Sub-Committee (the Sub-Committee) for this oversight and shall report to the Board on a regular basis.

2.2 The Sub-Committee shall liaise with the Principal in keeping the integrated areas of the school premises, grounds and environment maintained in good order to ensure that:

- all assets are appropriately insured on the basis of recommendations from the Sub-Committee;
- allow only authorised personnel or groups to handle funds or school property;
- ensure that plant and equipment are used appropriately and are not exposed to unreasonable wear and tear or insufficient maintenance;
- maintain an up to date asset register and asset renewal programme for all items of furnishing, plant machinery, equipment, text and library books costing more than \$1,000.00;
- maintain a current art collection register detailing provenance, ownership and current value, updating this at least every three years or sooner if required for insurance purposes;
- ensure the implementation of the 10-year property maintenance plan with a focus on preventative maintenance;
- ensure that all property and equipment meet current legislative, Ministry of Education and health and safety requirements;

- receive board approval for maintenance contracts over \$5,000.00 for any one contract;
- conduct competitive tenders for all contracting over \$3,000.00;
- contract registered or appropriately qualified contractors to undertake maintenance or upgrade activity;
- ensure that the property management programme is adequately resourced in the annual budget;
- protect the intellectual property of the college, information and files from loss or significant damage or unauthorised access or duplication.

**REVIEW:**

This policy shall be reviewed by the Board of Trustees.

Review schedule: February Triennially

Review due next: February 2021

**REFERENCES:**

- Asset Register
- Art Collection Register
- 10 Year Property Maintenance Plan
- Private Schools Conditional Integration Act 1975 read in conjunction with Education Act 1989
- Crown Entities Act 2004
- Health & Safety at Work Act 2015
- Ministry of Education Property Management Planning at:  
[www.education.govt.nz/school/property/integrated-schools/property-planning/](http://www.education.govt.nz/school/property/integrated-schools/property-planning/).

*Approved by the Board of Trustees at the meeting held on* 27/8 2018



**CHAIRPERSON**