



*Learning for the future*

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

**Kamo Primary School**

## **NAG 4 - Policy**

### **Property and General Maintenance**

#### **Rationale**

Kamo Primary School Board of Trustees will endeavour to maintain the school grounds, buildings and facilities in a clean, safe and tidy condition so that a suitable learning and working environment is provided for students, staff and visitors. The Board accepts its responsibility to maintain the property as it is obligated to by the Ministry of Education.

#### **Purpose**

- To give consideration to equity requirements.
- To align property management with the Health and Safety At Work Act, 2015.
- To work constructively with the Ministry of Education.
- To follow a renewal and replacement of furniture, furnishings and equipment.
- To follow a strategic (long term), regular (business as usual) and emergent (unplanned and spontaneous) maintenance programme.
- To budget for all elements of implementing the property programme.
- To complete all safety checklists according to the School Building Systems and Features Manual.

#### **Guidelines**

- To develop a long-term maintenance programme covering a period of ten years, keeping in mind the Ministry of Education's commitments.
- To maintain a system of regular property checks that meets all regulatory requirements.
- To prepare, prior to the annual budget, an estimate of the coming year's maintenance costs.
- To compile and maintain a register of fixed assets, establishing a system for renewal and replacement of furniture and equipment.
- To inform the Board of Trustees of any property-related issues and arrange any work that is subsequently authorised.
- To consult with the Ministry of Education on matters regarding capital works.
- To maintain a safe and healthy environment in which the Staff at Kamo Primary School can support students to their potential.
- The use of School facilities and assets by others in the community will be permitted at the discretion of the Principal, where such actions do not compromise the needs and objectives of Kamo Primary School, or the legal limitations of the Ministry of Education.
- The day to day administration of Property is the responsibility of the Principal. This requires the principal to manage:
  - maintenance.
  - upgrades and modernisation of school buildings.
  - new capital works (new buildings and services).
  - liaise with the Caretaker concerning property matters.



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- ensure the Caretaker liaises with the principal regarding any property matters.
- The role of the Board of Trustees is to:
  - participate in the development of the 10 Year Property Plan (10YPP) to plan for the right amount of space, and to care for school property so that the school provides the best learning environment for its students.
  - make sure property work complies with all legal and Ministry of Education requirements.
  - manage capital building projects, meeting the Ministry of Education's project requirements.
  - oversee the school's day-to-day maintenance to keep it in good order and repair.

### **Damage to School Property**

Students are encouraged to view school property as their own while at school, but at the same time to treat it with care and respect. If anything is broken or damaged, it must be reported to the Principal as soon as possible.

The Board of Trustees requires the Principal to keep them informed of any property concerns, repair any accidental and/or deliberate damage that occurs during school hours, and report any acts of vandalism to the police.

All vandalism or damage must be reported to the Principal to ensure appropriate action is taken. Under certain conditions, schools can apply to the Ministry of Education for additional funding to cover vandalism.

### **Capital Works Programmes**

Developing programmes for capital works ensures that:

- the Board of Trustees appoints a property consultancy? firm to guide the school and prepare all appropriate documentation.
- capital works are planned, budgeted for, and carried out.
- teachers, parents, caregivers, whānau, and students views are considered when setting priorities for capital works.
- major works must be approved by the Ministry of Education.
- maintenance can be prioritised.
- there is a system in place for teachers to request minor capital works for consideration in the following year's budget.

### **Property Reports and Checks**

- The Compliance Schedule (Building Act) is kept at school with the inspection records and must be kept for two years. Twelve months after the Compliance Schedule is established, and then annually, the Board of Trustees will review all property checks.
- The 'Building Warrant of Fitness' confirming the items listed on the Compliance Schedule, and where they are found in the school, is displayed in the entrance foyer.
- The Principal reports to the Board of Trustees each year on the state of all school buildings, the grounds and the swimming pool.



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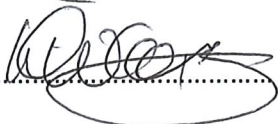
### References and Resources

Prior to a property project, the Board of Trustees should refer to the 'Role of the board in school property projects' which can be found on the Ministry of Education's website.

### Conclusion

Learning and teaching opportunities are enhanced for students and staff when working within an attractive environment which is hygienic, safe, tidy and secure. We want the presentation of our school to show PRIDE.

Signed: .....  ..... Principal

Signed: .....  ..... BoT Chairperson

Reviewed: Term 2, 2022

Review date: Term 2, 2025