



Foxton Beach School Board of Trustees

Property Policy - NAG 4

According to legislation on financial and property matters, Foxton Beach School Board of Trustees is also required in particular to

- Allocate funds to reflect the school's priorities as stated in the Charter
- Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and Education Act 1989;
- Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

Foxton Beach School Board of Trustees meets its obligations to NAG 4, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process.

POLICY:

Property

SUPPORTING DOCUMENTS:

Ten & Five Year Property Management Plan
Asset Register
Approved Delegations & Budget Authorities
Hazard Register
Property Occupancy Document
Insurance Portfolio
Annual Audit report
Building W.O.F. & Manual
Ministry Gazette Notices & Circulars
Library Accession Register
Property Maintenance Checklist
Swimming Pool Agreement
Replacement Register
Property Maintenance Checklist

Monthly Report to Board (Caretaker, Principal)
Budget
Minutes of Board Meetings
Annual School Operational Plan
Annual Financial Statements
Annual Reports to Community
Charter
Strategic Plan
Fire Compliance Certification
Site Plans
Caretaker's Job Description
Emergency Management Plan - Readynet

PROCEDURES:

Asset Replacement
Day to Day Property Management/Hazard Id
Key Register & PIN
Personal Property

Use of School Property
Vandalism & Damage
Property Management

This policy is reviewed on a 3-year cycle in line with the Board's documented self-review plan.

Approved: _____

Signed: _____

Review 1: _____

Review 2: _____