



Foxtton Beach School Board of Trustees

Property Procedures – NAG 4

ASSET REPLACEMENT

All asset items are to be included in the asset register held by Open Book Solutions, Palmerston North. In some instances items less than this value may be combined under a common category. A copy is also kept on site and updated regularly.

An asset replacement plan will be set up for replacing items over \$1000 over a 10-year cycle. This plan will detail:

- name of item
- the expected time over the 10-year period of both repair and replacement.
- location

Asset replacement

- Monitoring of items undertaken yearly
- Disposal of items - physically dumped or sold off. Items taken off asset register
- New items put on register, serial numbers recorded, Foxtton Beach School etched into item (if appropriate)
- All Teachers are deemed to be responsible for those items directly under their control. In the advent of items being damaged or stolen outside of school hours then these items will be covered by the schools insurance.
- The Principal is responsible for reporting to the board on items that need replacing.

DAY-TO-DAY PROPERTY MANAGEMENT

School grounds and facilities

- The caretaker is responsible for the upkeep and maintenance of these. A job description and a property maintenance checklist is in place.
- Repairs and maintenance will be undertaken by the caretaker or a qualified trade's person.
- The caretaker will inform the Principal of any vandalism or damage that needs repairing. It will be record and if needed the local Police will be informed.

KEY REGISTER & PIN

Keys are collected from leaving staff or board members.

Keys are allocated to the appropriate people as identified in the key register.

All key holders must be aware of the need for security procedures to safeguard school property.

PIN codes for the security system are allocated to appropriate people and these are recorded and set up by Main Security.

If a staff member sets the alarm system off then they must ring Main Security immediately to inform them of this. Phone 0800 624 666

LIBRARY ACCESSION REGISTER

This will be updated annually after stock take at the end of the year. Deleted items will be written off at the end of the year using the MUSAC Library programme.

PERSONAL BELONGINGS

The school policies, rules and procedures apply at all times. This covers people and their property.

Lost Property – Teachers need to make sure that at the end of each day lost property is collected up and an owner is found. Regular notices will go in the school newsletter about naming things. The theory goes that all gear that comes to school in the morning must go home at the end of each day.

Teacher Property - personal belongings are not covered by the school's insurance policy. Teachers need to ensure that their private insurance covers any personal items taken to school. Teachers using their own belongings in the classroom do so at their own risk.

Students Property - all non-essential items (e.g. toys, cell phones and sports gear) are the responsibility of the student who brings them to school.

When inappropriate use of personal property takes place, staff need to use discretion to modify behaviour:

- If the item does not belong to the student, it must be returned to the rightful owner.
- Any items used in any inappropriate way are retained and held by the teacher until the end of school. The item is then returned to its owner.
- Constant offenders are dealt with according to the Behaviour Management Plan.

PROPERTY MANAGEMENT:

The roles of Board of Trustees members with responsibility for Property Management are clearly defined.

The annual budget must provide for ongoing maintenance to existing property, plant and equipment.

The 5 and 10 Year Property Plans are reviewed and updated annually. It includes all maintenance and capital property requirements.

All maintenance requirements will be prepared and costed into the budget.

The school complies with all legal requirements for health and safety.

The school's written procedures are actively practised and reviewed for compliance, as stated under National Administration Guideline 2 - Self Review.

Routine maintenance work shall be the responsibility of the caretaker who will report directly to the Principal.

The Principal will be responsible to the property committee for the identifying of, and completion of, all repairs and maintenance and minor capital works. Where the required work is beyond the immediate resources of the school the Principal shall refer the matter to the property committee for its consideration.

The Property Committee will report to the Board of Trustees.

USE OF SCHOOL PROPERTY

Outside groups need to request permission from the Principal who informs the Board. Groups are requested to keep the grounds clean after use. If toilets are needed then arrangements can be made for these to be opened.

Fees may apply

VANDALISM AND DAMAGE

Any vandalism or damage is reported to the Principal. The caretaker is then informed and makes arrangements for the repairs. This will be recorded in the principal's report to the Board. Any vandalism costs will come out of the vandalism budget.

PROPERTY MAINTENANCE CHECKLIST

	Frequency	Date	Comments
BUILDINGS			
Windows; exterior	Regularly		
Drinking fountains	Regularly		
Vandalism	Regularly		
Plumbing; toilets, basins, taps etc	Regularly		
Exterior fittings and fixtures	Regularly		
General cleaning	Regularly		
Paintwork check; exterior and interior	Each term		
Electrical fittings, power sockets	Each term		
Electrical appliances/tools	Each term		
Electrical Testing	Annually		
Floor and floor coverings	Each term		
Furniture and equipment	Each term		
Window coverings	Each term		
Interior joinery, fittings, display boards etc	Each term		
Storm water system/drains	Annual		
Exterior of buildings; wash	Annual		
Spouting; repairs and cleaning	Annual		
Roof of buildings	Annual		
Heating	Prior to season		
GROUNDS			
Playing fields; spraying, grassing	Regularly		
Mowing	Regularly		
Adventure playground	Regularly		
Rubbish disposal/bins	Regularly		
Hard courts, paths and paving	Each term		
Fences and gates	Each term		
Flagpole	Annually		
Court and field markings	Annually		
Hedges and trees	Annually		