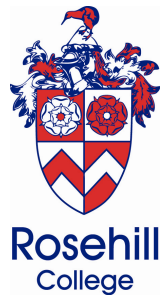


# Property/Buildings Policy



## Rationale

The Board of Trustees must meet the requirements of Nag 4 iii and 5ii. The buildings and physical condition of the college contribute to creating a positive learning environment. Buildings and equipment should be well maintained, clean and safe.

## Guidelines

1. The school should have a ten year maintenance plan and within financial constraints implement it through the budget cycle. The plan should be reviewed and updated annually.
2. The five and ten year property plans should also set out future developments of the buildings grounds and facilities. It should also clearly identify new capital works building/facilities, and refurbishment of existing buildings/facilities. The plan should show clear links with:
  - MOE grants
  - School fundraising
  - Teaching and Learning requirements
  - The school strategic plan and annual plan
3. The Board of Trustee Property Committee will be responsible for this policy with the assistance of the Property Manager/and the Principal and the school architect /consultant.
4. A programme of long term maintenance is reviewed and updated regularly.

## Board of Trustee Members and Pecuniary Interest

- 4(a) All projects previously budgeted for over \$10,000 will be tendered and at least three quotations sought. All projects previously budgeted for under \$10,000 will be implemented at the discretion of the principal.
- (b) Where a Board of Trustee member is involved in tendering or being asked to complete a job, the Secretary for Education's approval must be gained by the board if the value of the work concerned is likely to exceed \$25000 or any other figure determined by the Secretary of Education (see Section 103A of the Education Act).
- (c) Board of Trustee members must absent themselves from meetings where they have a pecuniary interest.
- (d) Board of Trustee members involved in tendering must declare a pecuniary interest in any Board of Trustee or Property Committee discussion which pertains to selecting a builder to complete a project.
- (e) Work awarded to Board of Trustee members should always be for reasons of price, efficiency and availability.

Signed for the Board of Trustees

6 August 2009 Date Reviewed