

## **Thorndon School Policy on Property**

### **Rationale**

According to National Administration Guideline No 4, the Board of Trustees is required to

- i Allocate funds to reflect the school's priorities...
- ii comply with the negotiated conditions of any current management agreement and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

### **Purpose**

To provide a safe and attractive school environment for the school community.

### **Guidelines**

1. The Board of Trustees will allocate funds to reflect the school's priorities as stated in the Charter by:
  - Developing a long term strategic plan
  - Ensuring that the school provides an annual operational plan that reflects the Board's strategic plan.
  - The operational plan will be completed by the end of November each year.
2. The Board of Trustees will comply with any current asset management agreement, including the Property Occupancy Agreement. The Board will have written procedures designated in a property Management Plan documenting this responsibility. This will include a system for maintaining resources, furnishings and equipment.
3. Buildings at Thorndon School will comply with health and safety requirements.
4. The school will comply with all current legislation regarding property. The Resource Management Act 1991, the Building Act 1991 and the Fire Act 1991 will be included in this compliance. The school will have a documented management process which details these requirements.
5. Regular property inspections will be carried out.

Review Date: Term 1, 2007