



WHANGANUI HIGH SCHOOL POLICY

PROPERTY MANAGEMENT

Policy No: 4.4
(NAG 4)

INTRODUCTION	1	Whanganui High School's land, buildings, amenities, facilities and equipment are maintained and developed for the benefit of its students. Property management encompasses delegation, consultative planning, programming, budgeting, allocation of resources, monitoring and reporting, pertinent to the property portfolio.
OBJECTIVES	1	To maintain the School's buildings and facilities in order to offer students a good learning environment.
	2	To maintain property in safe, clean, healthy and attractive condition, in accordance with the terms of the Property Occupancy Document, and enhancing the appearance of the School.
	3	To administer the use of School property outside of School hours, including School equipment and facilities.
	4	To promote and plan for the needs of the School in terms of property and grounds both short and long-term. This will involve identifying the need for, and developing initiatives relating to property and grounds, (known as the Property Development Plan).
GUIDELINES		In keeping with the School's Property Development Plan:
	1	Maintain a programme which ensures that the School is kept in a clean, tidy, safe and hygienic condition with grounds and buildings being well maintained.
	2	Comply with local body, Ministry of Education and other safety and health regulations as required, regarding the School's equipment, site, buildings and grounds.
	3	Maintain a programme which aims to encourage safe practices and reduce hazards.
	4	Comply with the conditions of the Property Occupancy Agreement.
	5	Purchase and maintain equipment and furniture in a safe and purpose-fit condition aimed at providing the best affordable learning and working environment.
	6	Help ensure all property developments promote good practise and a pleasant, positive, safe learning environment.
	7	Help ensure all property developments, and the site in general, reflect best practice in terms of creating a pleasant, healthy, conservation focussed and pollution and waste-free environment.
	8	As required, employ, direct or oversee such consultants and/or professionals, and/or tradespeople, and/or other suitable personnel, to provide the planning, design, advice and work required associated with the School's property.
	9	Each year, review the maintenance programme.
	10	Receive, advise and action as necessary input from students, staff, community via the Principal.
EVALUATION		The Board, in association with the Principal, will review this policy annually in accordance with the School's quality management cycle.
CONCLUSION		The physical environment and resources of Wanganui High School will be developed and maintained for the benefit of the students and staff.

Approved by the Board
Signed Chairperson:

Date: 20/3/17

Signed Principal:

Date: 20/3/17.