

MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY

PROPERTY MANAGEMENT

Rationale

As an integrated Steiner School it is important that the school's buildings, grounds and facilities are constructed and maintained in a manner which supports and reflects the Special Character of the school and provides a safe and health learning environment for students. According to NAG 4 the Board of Trustees is required to comply with current asset management agreements and implement programmes of maintenance to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students and employees. According to NAG 5 the Board must provide a safe physical environment for students and employees.

Guidelines

1. A school property group (SPG) including a representative from management, administration, the teaching faculty and the RSST (proprietor) will meet at least once per term and deal with short term operational, maintenance and health and safety issues according to requirements.
2. The SPG is responsible for the development and implementation a rolling ten-year maintenance plan in accordance with Ministry of Education standards and within financial constraints, through the budget cycle. This plan should be reviewed and updated annually.
3. An integrated property group (IPG) will be established including representation from the Board, RSST (the proprietor), SPG and management to ensure that due consideration is given to operational, maintenance and strategic aspects of property management in the school (see Procedure – Property Management). This group will meet a minimum of 3 times per annum and report to the Board and RSST. These meetings will cover:
 - Building Annual Compliance signoff
 - Summary of completed significant works for the preceding 6 months
 - 10-year property plan sign-off
 - Any significant work in progress
 - Planned significant works for the coming 18 months
4. The Board portfolio holder on the IPG will receive minutes of Health and Safety and SPG meetings, proposals for capital works and the annual update of the ten-year maintenance plan while the SPG representative on the IPG will receive minutes of IPG meetings.
5. The RSST as proprietor will take responsibility for funding new buildings and the security arrangements for existing school buildings and facilities.
6. A property development plan will set out future development of buildings, facilities and grounds over a ten-year period. This will be reviewed annually by the IPG in order to align property development with the school's strategic priorities. It will identify anticipated capital works for

new buildings and facilities, as well as refurbishment of existing buildings and facilities. Plans should show clear links with:

- The school's vision
- Teaching and learning requirements
- The school's strategic and annual plan

This plan must also consider availability and timing of funding sources such as MOE grants and school-based fundraising as well as professional expertise and advice.

The IPG will mandate / co-opt members as appropriate to manage the school's property development projects.

7. Ministry of Education requirements regarding Health and Safety will be monitored and the BOT and RSST will ensure the shared oversight of H&S considerations.

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 22/05/2017