



## **MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT 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 property group will be established including representation from the Board, RSST (the proprietor), 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). The Principal, Business Manager and Caretaker will meet once per month and feedback to the RSST and Board. The Property Group will meet once per term. These meetings will cover:
  - Building annual compliance sign-off
  - Landscaping, planting, site development
  - Summary of completed significant works for the preceding term
  - Rolling ten-year maintenance plan
  - Ten-year property plan sign-off
  - Any significant work in progress
  - Planned significant works for the coming 18 months
  - Property-related health and safety issues
  - Security
  - Cleaning
  - Furniture, equipment and furnishings
2. The property group 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. The Board portfolio holder on the property group will receive minutes of property meetings, proposals for capital works and the annual update of the ten-year maintenance plan.
4. The RSST as proprietor will take responsibility for funding new buildings and site-development projects.
5. Any significant work with a budget of more than 10,000 and any building or site development with the potential to disrupt normal operations will require approval of the Board and RSST.

- 6. The property group will generally allow a period for consultation with neighbours on any site or building development projects with the potential to affect them and such projects will require approval of the RSST.
- 7. 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 property group 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 and development of school grounds. 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 property group will mandate / co-opt members as appropriate to manage the school's property development projects.

- 8. Ministry of Education requirements regarding Health and Safety will be monitored with regard to property management and the BOT and RSST will ensure the shared oversight of H&S considerations.

Policy type:	<b>Management Policy</b>	NZSTA Governance Framework:
Date reviewed:	<b>13/12/2021</b>	Related NAGs: NAG4, NAG5
Signed for MPS Board:		