

## **MICHAEL PARK SCHOOL AND KINDERGARTEN BOARD OPERATIONAL POLICY**

### **ASSET PROTECTION**

#### **Outcome statement**

Assets of the school are utilised to maximise the best outcomes for students.

#### **Scoping**

Assets may not be unprotected, inadequately maintained or unnecessarily risked.

#### **Delegations**

The principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff.

#### **Expectations and limitations**

The principal must:

- ensure all Board assets are insured
- not allow unauthorised personnel or groups to handle funds or school property
- not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use
- maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$1000
- ensure the implementation of the 10-year property maintenance plan
- engage sufficient property maintenance staff for the school within budget limitations
- receive Board approval for maintenance contracts over \$5,000 for any one contract
- conduct competitive tenders for all ongoing contracting
- protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
- not receive, process or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards
- not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

#### **Legislative compliance**

Refer to the Ministry of Education website for information on managing school finances and the [Financial Information for Schools Handbook \(FISH\)](#).

Policy type:	<b>Board Operational Policy</b>	NZSBA Governance Framework:	D4.3
Date reviewed:	<b>16/06/2025</b>	Signed for MPS Board:	