



# Sacred Heart Girls' College, New Plymouth

## ASSET PROTECTION POLICY

### Outcome statement

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

Requirements as set out in Schedule 6: Education and Training Act 2020 and the College's Integration Agreement are met in regard to property

### Scoping

The board recognises:

- as good stewards, that assets may not be unprotected, inadequately maintained or unnecessarily risked
- the proprietor is the owner of the land, buildings and other improvements described in the College's Integration Agreement and meets insurance associated with the land and buildings that comprise the school premises
- the proprietor gives the board exclusive right to the possession and use of the College premises, including buildings and chattels but maintains the right to access the property
- the proprietor is responsible for any costs associated with the non-integrated areas such as chapel or hostel
- it has no authority to make structural changes to the buildings or grounds without consulting the proprietor
- it may construct a building or other facility on the College premises using its own (Crown) funds, and own this outright, but only with the prior agreement of the proprietor (under a Memorandum of Understanding) and the Ministry of Education. Maintenance of such buildings is the responsibility of the board
- it cannot dispose of any part of the College premises, or otherwise alter its boundaries or dimensions, without the permission of the proprietor and changes to the Supplementary agreement between the proprietor and the Ministry of Education
- the proprietor's responsibility to provide new or additional buildings if there are changes to the College minimum accommodation code, or approved role increase
- the need for a long-term maintenance plan and implements it effectively in collaboration with the proprietor and all property is compliant with the Health and Safety Act 2015
- the Ministry of Education provides the funding for the College's ongoing maintenance including the contents (furniture and equipment) through:
  1. minor maintenance under \$5000 through the operations grant (directly to the College)
  2. major maintenance over \$5000 through Policy One funding to the proprietor who ensures the standard of property is maintained to the equivalent of non-integrated state schools
- they will work in close consultation with the proprietor to ensure that the College property is not neglected by informing the proprietor of any maintenance that is in the major category

## Delegations

The principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the College grounds, buildings, facilities and other assets occurs, in line with the proprietor's guidelines, within budget, in order to provide a clean, safe, tidy and hygienic learning and work environment for students and staff.

## Expectations and limitations

The principal must:

- Ensure all board assets are insured
- Work with the board and/or proprietor to ensure that all College property covered by the College's Integration Agreement meets minimum standards to ensure it is safe, in a fit state of repair and meets all statutory, regulatory and Ministry of Education design standards
- Work with the proprietor to ensure buildings have a current Building Warrant of Fitness
- Ensure the College has a process for managing health and safety issues related to the land and buildings
- Give permission to the proprietor to use the College premises or equipment when the proprietor asks to do so
- Not allow unauthorised personnel or groups to handle funds or College 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 \$500
- Ensure the implementation of the 10-year property maintenance plan
- Engage sufficient property maintenance staff for the College within budget limitations
- Receive board approval for maintenance contracts over \$5,000 for any one contract
- Follow Ministry of Education guidelines for Property Maintenance.

The link below provides guidance on types of maintenance, budgeting, caretakers, contractors, contract templates and assessing performance:

<https://www.education.govt.nz/school/property-and-transport/maintenance-repairs-security/property-maintenance/#main>

- 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

## Procedures/supporting documentation

[Handbook for Boards of Trustees of New Zealand Catholic State Integrated Schools](#) particularly Property: Resources

**This Policy will be read in conjunction with the Special Character Policy and the College's Mission Statement**

## Monitoring


The Principal shall report to the Board about property matters at each monthly meeting.

The Property & Maintenance Sub-committee shall meet before each Board meeting to consider and advise on the Policy described above.

## Legislative compliance

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

Reviewed: November 2023	Next Reviewed: November 2024
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wed 29 November 2023
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## ASSET REPLACEMENT PROCEDURE

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1. Purchase of single units with a value in excess of \$500.00 which meet the asset recognition criteria set out in the College's property plant and equipment policy will be added to the Asset Register. These will be identified by coding the purchase to one of the long-term fixed asset accounts. Assets purchased through other accounts will be identified on the basis of value.
2. Groups of small value assets, such as laboratory glassware, should be included on the Asset Register as single items listed by classroom or curriculum department specifying the number in the collective.
3. Assets will be depreciated on straight line basis annually as follows:
  - Furniture and fittings 10-15 years
  - Equitable lease 25 years
  - Computer equipment 4-5 years
  - Electronic equipment 4-5 years
  - Exterior improvements 10-75 years
  - Motor vehicles 5 years
  - Miscellaneous
  - Library Resources 12.5% diminishing value
4. The annual budget should aim each year to allocate a sum to capital acquisitions or renewals.
5. Where the written down value is in excess of \$500.00, estimates on value of all redundant assets should be obtained from appropriate dealers in New Plymouth. Upon the approval of the Finance sub-committee, these can then be offered to Board, staff or students to purchase at the estimated price on a first in first served basis or by way of agreed Internet sites e.g. Trade Me, dealers or auction markets. Sale of any assets with a written down value in excess of \$500.00 or any asset to be sold to the Principal must be approved by the Board.
6. The value of donated items should be established in the same manner as above and if over \$500.00 and of use to the College, added to the asset register. Otherwise they can be disposed of in the same manner as above and the monetary value recorded as a donation.
7. Electronic assets must be checked against the Asset Register annually, and other asset checks done every 3-5 years. Old assets are not recorded by dept, this started in 2019.

## **BUILDING WARRANT OF FITNESS PROCEDURE**

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1. The Building Warrant of Fitness must be renewed each year.
2. The original signed copy of the Building Warrant of Fitness must be publicly displayed in a place which the users of the College have ready access. (currently displayed by the alarm box in the College foyer).
3. Independent inspections must be carried out as prescribed in the NPDC BWOF requirements at the required intervals.
4. College staff (e.g. Caretaker) must carry out inspections, arrange maintenance and report on systems and features as set out in the College Building Systems and Features manual. This is kept in the archive room.

## PROPERTY MANAGEMENT

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1. The Principal, College Business Manager and Property and Maintenance sub-committee will assess Capital Works needs and bring these to the attention of the Board who will then approach the Proprietor, the Mission College New Plymouth Trust Board for action.
2. The Board will develop a 10 year Strategic Plan for property and maintenance incorporating renewing and replacing furniture, furnishings and equipment, painting and a regular maintenance programme.
3. The Board will comply with Ministry of Education guidelines regarding property occupancy, including matters of health and safety.
4. Although delegations will be made to the College caretaker and Business Manager, the Principal will monitor these delegations to ensure all legal criteria are met.
5. The Board will ensure, as part of the maintenance programme that there is provision for College security and fire alarm to be monitored 24/7 and supplier contracts are in place as required to fulfil the requirements of the Building Warrant of Fitness.

## USE OF COLLEGE PROPERTY

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All hireage of College Property (buildings and grounds) will be approved by the Property and Maintenance sub-committee using the attached *Appendix (1)*.

The Property and Maintenance sub-committee shall maintain a register of parties hiring the facilities and report it to the Board for approval.

## VANDALISM AND DAMAGE

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1. Vandalism and damage; any area in the College vandalised or damaged will be repaired as soon as possible.
2. People proven to have vandalised or damaged College property may be charged for repairs. This decision is to be made by the Board in consultation with the Proprietor's Board.