



## SPOTSWOOD COLLEGE

### PROPERTY MANAGEMENT POLICY

#### Rationale:

Spotswood College BOT has a governance role in property management.

#### Policy Statement:

Spotswood College BOT will establish procedures that ensure maintenance work, upgrades and new building projects are carried out to the correct standard and within the parameters of the ministry's property policies and with the terms and conditions in the Property Occupancy Document (POD). These standards and policies are all explained on the MOE website [education.govt.nz/school/property](http://education.govt.nz/school/property)

#### Guidelines:

Boards do this by:

1. setting their school's vision through the Charter
2. keeping up to date with current ministry policies and requirements, including reading and understanding the Property web page
3. developing a 10YPP to provide the right quantity and quality of school property to achieve the best physical environment for learning
4. engaging project managers to manage building projects at their schools
5. overseeing the day-to-day management of school property to ensure it is in good order and repair and that hazards are identified and eliminated, isolated or minimised.
6. School equipment is not to be used for personal purposes.
7. constituting a Property Committee in accordance with the attached Terms of Reference

#### Conclusion:

The Ministry of Education delegates responsibility to Boards of Trustees ('boards') to manage their school property and provides funding and information, to enable boards to provide the property solutions that will best support education at their schools. The Spotswood College BOT recognises and endorses this and will provide the appropriate property resources and ensure that they are maintained.

#### Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 21 March 2016.

Signed on behalf of, and with the authority of the Board

\_\_\_\_\_ on \_\_\_\_\_ (Date)  
Board Chairperson

Due for Review: March 2019

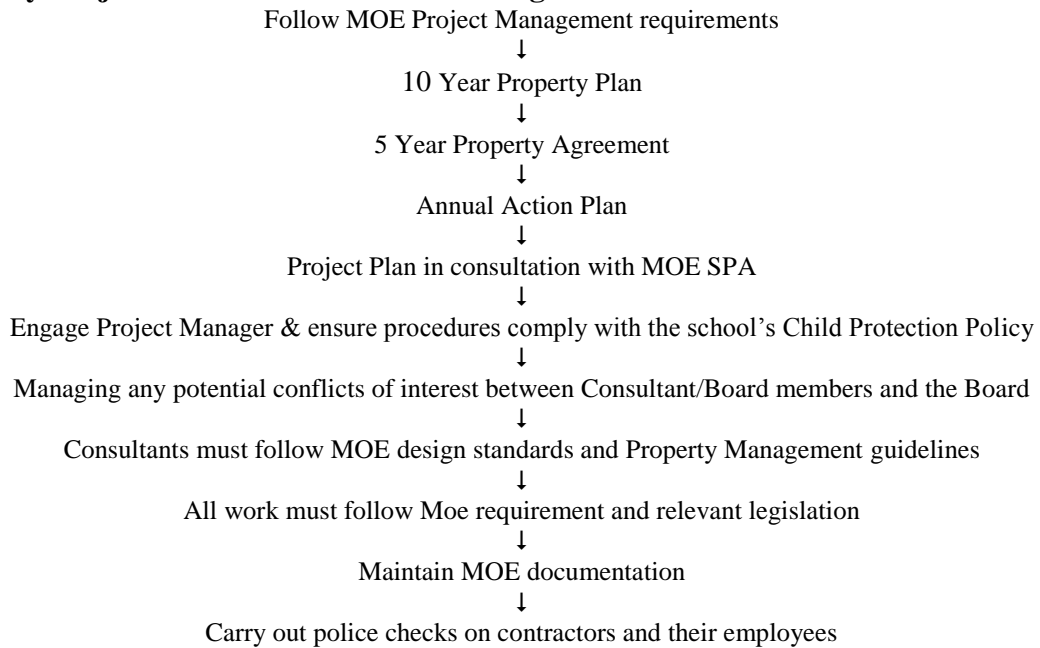
**SPOTSWOOD COLLEGE BOARD OF TRUSTEES**  
**PROPERTY COMMITTEE**  
**TERMS OF REFERENCE**

**Responsibilities and Authority**

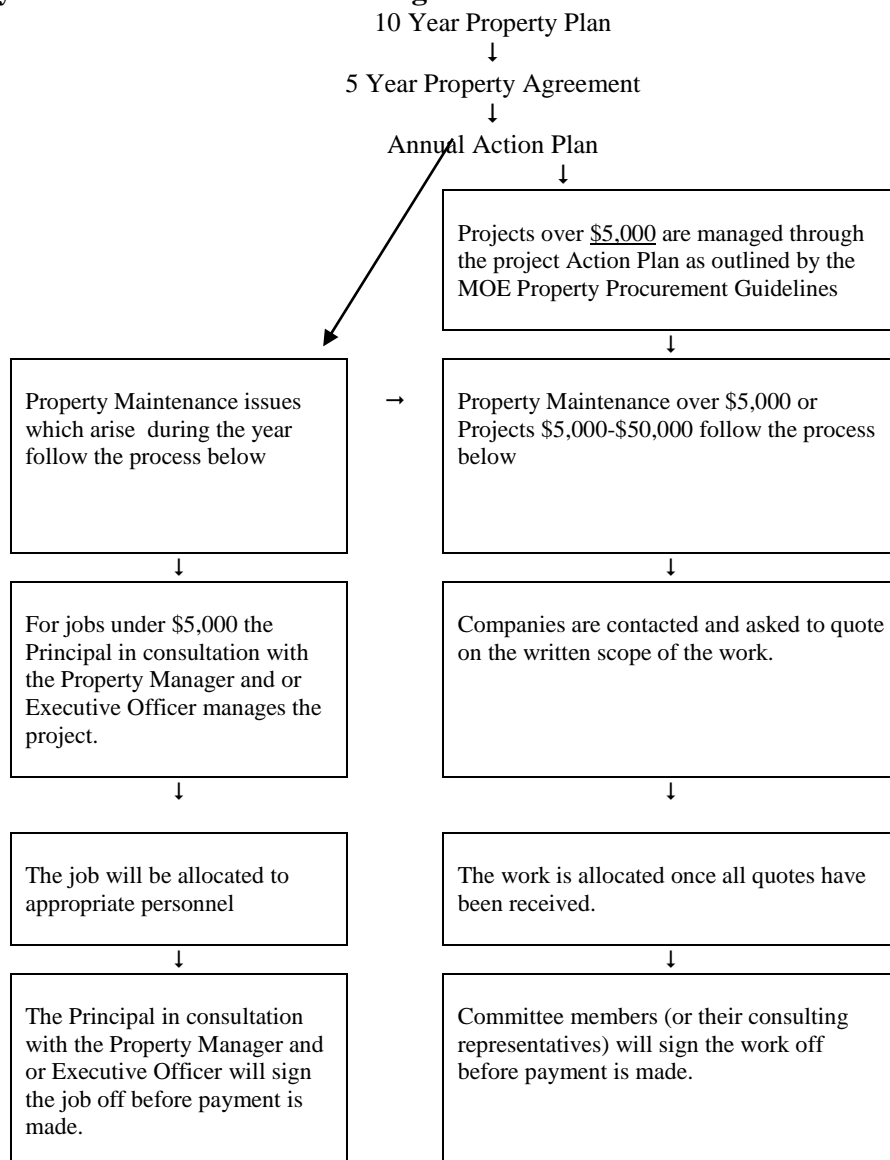
1. To ensure that the Goals of NAG 4 a and c are met through the implementation of Board of Trustees policies and procedures.
2. Develop an annual property action plan from the 10 Year Property Plan.
3. Determine expenditure for, and monitor capital works.
4. Investigate and recommend to the Board approval of capital works contracts, and ongoing development of a capital works plan.
5. Monitor school security.
6. Monitor expenditure on repairs to vandal damage.
7. Report to Board of Trustees on general state of repair and condition of school and grounds and ensure property health and safety issues are addressed.
8. Be involved in equipment budget for caretakers, grounds staff, and cleaning staff. Monitor performance of tasks involved.
9. Develop an energy efficient programme.
10. Develop school property in ways which enhance learning and teaching.
11. To undertake a review of Property Policies and Procedures as directed by the Self-Review Committee through the Spotswood College 3 Year Review Plan.
12. Follow Property Maintenance and Property Project Guidelines for process and expenditure.

**Flow diagram:**

**Property Project and Action Plan – Flow diagram.**



**Property Maintenance Plan – flow diagram**



## **Delegations:**

### **Purpose**

- To ensure that the goals of NAG 4 a & c are met through the implementation of Board Policies.
- To use the terms of reference of the Property Committee to oversee the maintenance and development of Spotswood College property.

### **Authority:**

- The Committee is authorised by the Board of Trustees to manage and develop property resources at Spotswood College within its terms of reference.
- Minutes of all meetings will be kept.
- In addition the committee shall examine any other matters referred to it by the board.

### **Timeframes Reporting and Deadlines:**

These shall be identified on the Annual Action Plan with reference to the 10 Year Property Plan and the 5 Year Property Plan.

The committee will report to the Board at its scheduled meetings.

### **Composition:**

- Comprised of at least three Board members.
- The Board shall appoint a committee chair.
- A quorum is two members.

### **Communication with the Board:**

- After each meeting the chairman will report on the committee's work and recommendations to the Board.
- The minutes of all committee meetings will be circulated to members of the Board, the Property Manager and the Executive Officer.