



# **POLICY STATEMENT- ASSET AND PROPERTY MANAGEMENT**

## **Version 2**

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### **1. Purpose**

To ensure the provision and maintenance of appropriate facilities and resources for teaching, learning and recreational programmes.

The Board of Trustees (BoT) will ensure the following are adhered to:

- To provide adequate funding in the annual budget for the maintenance of school infrastructure, including the school house.
- The 5 year capital works plan and the 10 year property maintenance plan are reviewed and/or revised annually, this should include a BoT “property walk” before the annual budget is set.
- The intermittent use of the school infrastructure by a third party does not contravene the terms of the Charter or the provision of the Education Act, or other legislation.

### **2. 5 Year Capital Works Plan**

The purpose of this is to work with the Ministry of Education (MoE) in ensuring the facilities are maintained or improved to an appropriate level. As required by the MoE the BoT will delegate the responsibility of the preparation of the plan to a specialist in asset maintenance. The BoT will follow the tendering process for the preferred supplier as detailed by the MoE.

Reporting- A recurring standard section will be included in the agenda of the meetings to include the capital works that are planned for the coming year and the progress made. This stays on the board agenda until one of the following has occurred:

1. A code of compliance has been achieved.
2. Where this is not required, a member of BoT and management sight and sign off the work.

3. The project has been deferred or terminated out of the current year.

**3. 10 Year Property Maintenance Plan**

The purpose of this is to ensure the property of the school is maintained at an appropriate level. As with the 5 year capital works plan the BoT will follow the same procedure.

The BoT and management will ensure that an annual “property walk” will be performed and this information will be used in the preparation of the annual budgets.

Reporting is as with the 5 Year Capital Works Plan.

**4. School Facilities Hire Agreement**

The purpose of this agreement is to ensure the school is utilizing the assets for the biggest benefit to the community and indemnifies itself against any potential legal issues.

A standard agreement is required to be completed before access is granted to a third party, this is reviewed and updated as required.

**5. Appendices**

5 Year Capital Works Plan- located in the Principal’s office

10 Property Maintenance Plan- located in the Principal’s office

School Facilities Hire Agreement

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BOT Chairperson

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Date

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Next Review Date