

## ASSETS/PROPERTY POLICY



### **Rationale:**

In order to maintain quality physical resources a Board of Trustees needs to develop and implement sound resourcing procedures and administrative guidelines.

### **Purpose:**

To ensure that there are quality reporting and resourcing procedures so that the Board of Trustees can allocate funds to reflect the school's priorities.

### **Responsibilities:**

The **Principal** is delegated the day-to-day responsibility for ensuring that the programming and funding of general maintenance to 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.

### **Guidelines:**

Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe and healthy learning environment for students.

**In order to fulfil the policy, the Board and Management have developed the following Procedures and Administrative Guidelines associated with this Assets/Property Policy. These will be reviewed regularly by the Management team, and the review discussion and any resulting changes will be reported to the Board at the following/subsequent BOT meeting.**

Property Management  
Hall Use  
Pool Use

### **Document Control**

<b>Version</b>	<b>Status/change</b>	<b>Date</b>
v1.0	Approved by Kilbirnie School Board of Trustees	December 2014
v1.1	Formatted and minor editing	March 2017