

Property Policy for Wā Ora Montessori School Incorporated

School property is the largest financial asset of Wā Ora Montessori School Incorporated and is strategic to the wider school's objectives, therefore, there is a need to insure, maintain and review in accordance with best practice ensuring that the property is constantly meeting current and future needs.

The Council is responsible for creating, regularly reviewing and implementing a capital development plan that takes into account the latest student growth statistics and the associated staff, administration and other co-curricular needs. The school via the Principal can be considered the client in this relationship. This plan must cover at least 6 years of forward planning and ideally 10 years.

The Principal is responsible for ensuring the property is protected and adequately maintained. Accordingly, the Principal must:

- Ensure all properties are appropriately insured
- Ensure only authorised personnel handle school property.
- Ensure plant and equipment are maintained and not used inappropriately in a manner that would cause undue wear and tear.
- Develop and implement a 10 year Property Maintenance Plan that meets, at a minimum, Ministry requirements.
- Protect intellectual property, information and files relating to property from loss or significant damage or unauthorised access or duplication.
- Not allow the grounds and buildings to become unkempt.

The Principal will ensure the following procedures and plans exist and are appropriate;

- Property Security - relates to key-holders, security alarms, fire sensors, patrolling, security lighting and fire alarm hardware
- Property Procedure for Wā Ora Montessori School Incorporated - Hireage of grounds, use of school facilities, hygiene, insurance, repair and maintenance, school development, safety and security.
- 10 year Property Maintenance Plan
- Capital Development Plan

Signature of Chairperson, Wā Ora Montessori School



Date

14/6/21