

Stratford Primary School: Policies

400 PROPERTY POLICY

The Stratford Primary School Board shall take all practicable steps to effectively plan and manage the property assets of the school in accordance with the school charter and relevant legislation.

The Board delegates to the Principal the responsibility to ensure that:

1. Stratford Primary School is a high quality learning environment with buildings, grounds and facilities that are attractive and well suited to the school's and the community's needs.
2. There is compliance with the relevant legislative and regulatory obligations imposed on the Board relating to the school's property, including the Property Occupancy Document.
3. There is ongoing maintenance and up-keep and, as appropriate, updating of the property assets of the school, to fulfil policy aims 1 and 2 above.
4. The school's physical environment is a safe and healthy place to be for students, staff, and the community.
5. The school is a Green-Gold Enviro School. The Five Guiding Principles help shape all school decisions.
6. That these policies are considered and adhered to each time budgets, annual plans and updates of the School Charter are undertaken.

The Board will ensure, and requires the Principal to ensure, that all property procedures give effect to this policy, and in particular the Principal will:

- Understand and comply with the provisions of the MoE's Property Handbook, in particular as they relate to capital programmes, procurement, maintenance and processes and procedures. In this regard, the Conflict of Interest Policy is also relevant.
- Maintain relevant building WoFs, asset registers, a long term cyclical maintenance plan, an annual development plan, and Charter inclusive property strategic plan.
- Implement the approved MOE 5YA and maintain the approved 10YPP. Review the 10YPP annually for any potential changes to legislation and school needs.
- Ensure that any caretaker and project manager employed by the school is aware of the salient provision of this Policy and the procedures implemented by the school.
- Have in place civil defence procedures, as they relate to property.
- Ensure compliance with all occupational health and safety and fire requirements ensure prudent management of finances, as they relate to property.
- Recognise and abide by policies relating to school use which are relevant to property.
- Ensure that property assets are recorded on the financial asset register and as such are reviewed annually by the auditor.

Review schedule: Triennially