



The buildings and property belong to the Archdiocese of Wellington. Property is a key area of the Board's role and responsibilities. The specific requirements of integrated schools and the property obligations of the Proprietor and the Crown are set out in Section 40 of the PSCIA and in each school's Integration Agreement. In essence, the Proprietor provides the land and the buildings for the integrated school, and the Government provides the funding for the school's ongoing maintenance.

Responsibility for the upkeep of the property is split between the Board and the Proprietor so there is an expectation that they will work in close consultation to ensure that school property is not neglected as a result of misunderstandings and omissions by either party.

Assets may not be unprotected, inadequately maintained or unnecessarily risked. The principal is delegated day to day responsibility for ensuring that the programming and funding of general maintenance of 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. Accordingly, the principal must:

1. Ensure all board assets are insured.
2. Allow only authorised personnel or groups to handle funds or school property.
3. Maintain and properly use all plant and equipment.
4. Maintain an up to date asset register for all items of furnishing, plant, machinery, equipment, text and library books costing more than \$500.00.
5. Ensure the implementation of the 10 year property maintenance plan in conjunction with the Proprietor.
6. Engage sufficient property maintenance staff for the school within budget limitations.
7. Seek approval from the Board and Proprietor for capital maintenance and development over \$5000.
8. Seek Board approval for all cyclical maintenance contracts over \$2500 for any one contract that falls outside of budget.
9. Conduct competitive tenders for all contracting.
10. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
11. Receive, process or disburse funds under controls that are sufficient to meet the board-appointed auditor's standards.
12. Invest or hold operating capital in secure accounts, or in interest bearing accounts except where necessary to facilitate ease in operational transactions.
13. Ensure compliance with any current asset management agreement, including the Property Maintenance Schedule and ensure there are written procedures in a Property Management Plan documenting this responsibility, including systems for maintaining resources, furniture, furnishings and equipment.
14. Ensure buildings and facilities at St Patrick's School are safe and healthy.
15. Ensure compliance with all current legislation regarding property and that there is a documented management process that details these requirements.
16. Plan for Asset and Property maintenance, replacement and development.

Approved by Board on the 20th day of February 2019