



Khandallah School **Statement of Policy**

“Property Management”

National Administration Guideline 4

According to legislation on financial and property matters, each Board of Trustees is also required in particular to:

- (i) allocate funds to reflect the school's priorities as stated in the charter;*
- (ii) monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;*
- (iii) 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, healthy learning environment for students.*

Desired Outcome

- The School’s buildings and facilities provide a safe, healthy learning environment for students and staff;
- The School complies with the negotiated conditions of any current asset management agreement and the MoE Property Occupancy Document;
- The property assets of the School are developed, maintained and safeguarded for future generations of students.

Principles

- The highest priority for allocation of property funding shall be to achieve a safe and healthy environment for students and staff;
- The school’s property assets and facilities shall be maintained in good working order with appropriate maintenance and servicing requirements identified and funded;
- Further allocation of property funding shall be to achieve and support the strategic goals of the school, as outlined in the Charter.

Board Responsibilities

The Board has specifically retained the following property management responsibilities:

- Approval of the Property Management Policy;
- Approval of the School's 10 Year Property Plan (10YPP) and the 5 Year Agreement (5YA);
- Approval of long-term leases (i.e. longer than 12 months) for occupancy or use of School buildings and facilities

Property Committee Responsibilities

The Property Committee is responsible for:

- Development of a cohesive Asset Management and Maintenance Plan for the school (10 Year Property Plan);
- Development of a whole of life plan for the plant and machinery;
- Development of a funding strategy to optimise the use of School funds;
- Consideration of requests from the Principal for property expenditure over the amounts authorised in agreed budgets and any reforecasts.

Delegated Authority

The Principal is responsible for the implementation of this Policy and the day-to-day management of the school's property assets within agreed budgets. The Principal may, from time to time, seek advice and support from external property management experts, including property management consultants, architects, etc.

Supporting Documentation

Property Occupancy Document
10 Year Property Plan
5 Year Agreement
Asset Register
Leases or Occupancy Agreements

Date of Approval

Approved by the Board of Trustees at its meeting

on November 2011

Board Chairperson

Date of Review

This Statement of Policy will be reviewed by the Board of Trustees on or before 31 December 2013.