



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

4.2	Finance & Property	Property Management	
Ratification	June 2008	Chairperson	
Last Review	June 2008	Chairperson	

RATIONALE

Students and staff require suitable and safe facilities to accommodate learning and inspire achievement.

POLICY STATEMENT

The Board of Trustees will endeavour to provide a safe and healthy learning and working environment for all of its students and staff.

OBJECTIVES

The Finance & Property Committee will:

1. Ensure that property management adheres to all current legislation and health and safety requirements.
2. Comply with the conditions of the Property Occupancy Document (see Appendix – 1). This document holds details regarding integration agreements made for shared use of the premises and shared costs associated to such use etc.
3. Work with the Proprietors to bring about the best outcomes for the school and the Trust.
4. Consider the goals and objectives outlined in the school's Charter and Strategic Plan when planning new developments.
5. Ensure the school buildings, facilities and grounds are adequately maintained and kept clean and tidy.
6. Ensure there are good security measures and procedures in place to minimise the risk of damage and theft.

PROCEDURES

1. The Board will delegate responsibility for managing finances and property procedures to the Finance & Property Committee.
2. The Finance & Property Committee will ensure the 10 Year Maintenance Plan is maintained and kept current.
3. The Finance & Property Committee will make allowances in the annual budget for the implementation of the 10 Year Maintenance Plan and other grounds related expenses.
4. The Board will employ a Property Manager to take care of the school's day to day administration and caretaking needs, and to oversee the work of the cleaners and other trades people as necessary.
5. Hazard and Property Checks will be conducted on a regular basis. Where possible any hazards found will be eliminated immediately. Hazards that cannot be dealt with immediately will either be isolated or minimised (eg: with warning signs) until they can be corrected. Hazard Check reports will be presented to the Finance & Property Committee each term.
6. Safety Systems will also be checked regularly. Reference: M&I Log Book Owner's Monthly Check Sheets. These cover:
 - Emergency Warning Systems
 - System Signage
 - Means of Escape
 - Safety Barriers
 - Disabled Persons Facilities
 - Fire Hose Reels & Extinguishers.
 - Fire Bell Systems are checked monthly by an IQP form, Fire Extinguisher details etc are recorded in the M&I Log Book under Contractor's Check Sheets.
7. Fire Drills will be practised at least twice a year but preferably once a term. The Head Fire Warden for the whole school is the Principal or in his absence the next in charge. Other Wardens and those in charge of blocks are listed in the RNLS Staff Handbook. The Property Manager will arrange the drills. Procedures for Fire Drill:
 - All teachers are to evacuate their students immediately by the quickest route to the required assembly point. (Evacuation maps are in all classrooms by the exit doors)
 - If possible, close all doors and windows.
 - Wardens (teachers in charge of blocks) are to check toilets etc to ensure their blocks are empty on their way out.
 - At the assembly point all teachers are to check their class roll and immediately report anyone missing to the Head Warden.
 - The Head Warden will then assess the risk and endeavour to locate any missing persons as quickly as possible.
 - Once all teachers have reported in and the Head Warden deems it is safe, classes can return to their rooms.
 - Details of the Drill are to be recorded in the Trial Evacuations section of the M&I Building Warrant of Fitness Logbook, which is located in the Record section of the Lundia system in the Stationery room. A Fire department

form should be faxed to the Fire Department once a year. **Note that the school Fire System is not automatically connected to the Fire Department.**

- A Disabled Persons Register is to be kept and any students requiring assistance should be recorded accordingly. This is stored behind the Trial Evacuation Sheets in the M&I Log Book.
 - Also once a year the Fire Dept will be invited to visit the school, if possible co-ordinate with a fire drill.
(For further information see the school's Emergency Evacuation Procedures under Health & Safety)
8. Earthquake Drills are to be arranged by class teachers at their convenience at least once a term.
 9. The Proprietors pay the school for their administration services, which include managing their accounts and arranging for capital works to be done. The Principal and the Office Administrator will gain approval before conducting any works affecting the Proprietors' finances and property.
 10. All permits, building codes and building warrants of fitness will be sought and obtained as necessary.
 11. Security systems such as building alarms are regularly monitored by an Alarm Company. However individuals are responsible for setting alarms and locking any buildings they have been using. Any security problems found should be rectified immediately or reported to the Office Administrator or Property Manager. Security systems are to be checked once a year by the appropriate firm.
 12. The Office Administrator is responsible for the issuing and returning of keys and the setting up and removal of alarm codes.

**PROPERTY OCCUPANCY DOCUMENT
(From the Integration Deed)**

Proprietor's Land & Premises

3 The Proprietor is the owner of all the land described in the **First Schedule** hereto ("the Proprietor's land") and the improvements thereon.

Integrated School Premises

4 The Integrated School premises for the purposes of this Deed of Agreement are the land and improvements more particularly described in the **Second Schedule** and are hereinafter referred to as "the School premises."

Use of School Premises

5 The Proprietor agrees to set apart and appropriate as owner, all of the School premises identified on the plan attached in the **Second Schedule**, and all chattels and assets associated with the School premises, exclusively for the purposes of the School as an integrated school and further agrees that the controlling authority of the Integrated School (the Board of Trustees, hereinafter called "the Board") shall have the exclusive right of possession and use of the School premises and all chattels and other assets associated with the School.

School Premises Proprietor's Use

6 The School premises and all chattels and other assets associated therewith shall be available for use by the Proprietor and the staff employed by the Proprietor and they shall have the right to the reasonable use of the School premises and chattels in and out of school time provided that the Proprietor shall contribute to the lighting, heating and cleaning costs according to such use.

School Premises External Use

7 The Board shall either at the request of or with the consent of the Proprietor grant the use of the School premises to other organisations for non-school purposes. The Proprietor shall not unreasonably or arbitrarily withhold consent where the use is one which is not in conflict with the maintenance of the Special Character of the School. The Board may require payment of a reasonable fee by any such organisation as a condition of the use of such facility which fee shall be payable to the Proprietor.

Proprietor's Debt

8 The Proprietor shall be responsible for all mortgages, liens and other charges upon the School premises.

Upgrading Buildings

9 The Proprietor shall plan, pay for, and execute the improvements described in the **Third Schedule**, so as to bring the School buildings and associated facilities forming part of the School premises up to the minimum standard for comparable State Schools prevailing at the effective date of this Deed of Agreement. Such improvements shall be carried out in accordance with the dates specified against such improvements in the **Schedule**. The Proprietor shall upon completion of any improvements to electrical services described in the **Third Schedule** arrange for the inspection of the School premises in terms of the Regulations currently in force at the time.

10 The Proprietor shall plan, execute and pay for such capital works and associated facilities as may be approved or required from time to time by the Minister pursuant to Section 40 (2)(d) of the Act.

Proprietor's Shared Property

11 (a) The Proprietor may own, control and maintain any lands, buildings, chattels and assets that, although not part of the Integrated School premises, are regarded by the Proprietor as appropriate to maintain the Special Character of the School.

(b) The Proprietor agrees to make available to the School the use of its hall when it is not otherwise required by the Proprietor.

Temporary Facilities

(c) The Proprietor agrees to make available in the non integrated area the following facilities until such time as the building programme is complete:

- * Pupil toilets
- * Science classroom
- * Science store/preparation room
- * Homecraft room and store
- * Art and craft room
- * Resource area

- * Library and workroom
- * Administration facilities.

Shared Costs

- (d) As long as the Proprietors and School share common meters for electricity and water both shall contribute to the costs according to their respective use.

Insurance

- 12 The Proprietor shall insure the buildings forming part of the School premises and the Proprietor's chattels (if any) owned or held upon trust for the purposes of the School and the other assets owned by the Proprietor for the purposes of the School against risks normally insured against, in some responsible insurance office in New Zealand, and further acknowledges the obligation on it created by Section 40(2)(h) of the Act .

Future Maintenance

- 13 Subject to Clauses 9 and 10 and any requirements placed on the Proprietor to carry out deferred maintenance set out in the **Third Schedule**, the Minister after the effective date of this Agreement, shall maintain the land, buildings, chattels and associated facilities comprising the (Integrated) School premises as though the School was a State School.

Proprietor's Borrowings

- 14 The Proprietor, with the consent of the Minister, which consent shall not be unreasonably withheld, shall have the right to raise funds against the security of the School premises for the purposes of carrying out any additions and/or improvements to the School premises and any facilities associated therewith and for such purposes may charge, mortgage or encumber the School premises or any part thereof.