

HENDERSON SOUTH SCHOOL**PROPERTY POLICY****Rationale**

A well-maintained, safe, attractive and functional learning environment that the community can be proud of, will engender pride and enhance the quality of the learning and teaching.

Purposes

1. To maintain and develop the grounds, buildings and other facilities in a safe, tidy, clean and hygienic condition.
2. To maintain furnishings and equipment in a safe, clean and workable condition.
3. To ensure property management reflects the school's health and safety policies and procedures.

Guidelines

1. The Board will comply with the conditions of the Property Occupancy Agreement as far as possible within the constraints, financial and otherwise, placed upon them by the Ministry of Education.
2. The Board will assess and advise the Ministry of Education of Capital Works needs and requirements.
3. The Board will ensure that the 10-year Property Plan is maintained.
4. The Board will establish an annual property maintenance programme.
5. Preventative maintenance will be a component of the property maintenance programmes.
6. Day-to-day security, caretaking and cleaning procedures will contribute to the property maintenance programmes.
7. An annual statement for the budget, outlining maintenance requirements and their costs, will be prepared.
8. The Board of Trustees will clearly define who is responsible for the implementation of the property management and maintenance programmes.
9. The day-to-day administration of property management and maintenance programmes is the responsibility of the Principal/Property Manager.
10. Furniture, furnishings and equipment will be replaced on a cyclic basis.
11. All programmes will be monitored regularly and reviewed before the beginning of each year.
12. School programmes will encourage students to care for school property and the school environment.
13. The Board will take all practicable steps to ensure the safety of employees while at work. This includes all staff and on-site contractors.
14. The Board will take all practicable steps to see that its employees ensure the safety of all the students.

Conclusion

The school has an obligation to the children, the staff and to the community to provide an environment that is conducive to quality learning, teaching and general excellence.

Approved

BOT meeting: 05/08/2020

Chairperson

HENDERSON SOUTH SCHOOL

ASSET MANAGEMENT POLICY

Introduction

1. The Board accepts that it has a responsibility to protect the assets of the School. The Board has agreed on the fundamental principles of this Policy and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. In the formulation and approval of this Policy the Board has had due regard to the accepted standards of sound asset management and applied these to the School.

Acquisition of Assets

3. The Board agrees to review the asset management plan annually and agree a budget for annual asset acquisitions.
4. The Principal shall have delegated authority to purchase assets within the annual asset acquisition budget, following good procurement processes, provided that the value of any individual asset is no more than \$10,000.
5. The decision to purchase any asset with a cost of over \$10,000 must be made by the Board, not the Principal alone.
6. The Board shall consider the most cost efficient acquisition method for each new assets acquisition decision i.e. whether to buy or lease, and whether to acquire by operating or finance lease.
7. The Board shall follow good procurement processes for the acquisition of assets over \$10,000. This may include obtaining at least two quotes to compare value for money and managing any potential conflicts of interest appropriately.
8. The Board aims to provide and maintain a suite of IT assets that provides the best possible learning tools for students, within budget constraints, including a replacement programme that matches the expected useful life of each asset.

Expected useful lives

9. The Board agrees on the expected useful lives of the following types of assets:

Buildings	5-50 years	Furniture & Equipment	10 years
Information & Communication	5 years	Library Books	8 years
Motor Vehicles	5 years	Leased Equipment	3-5 years
Text Books	4 years		

Maintenance of Assets

10. The Principal shall have delegated authority to maintain the school’s assets in good working order within the approved budget.

Asset Records

11. All assets with a cost of \$1000 or more shall be recorded in the Fixed Asset Register.
12. Assets that cost less than \$1000 shall be expensed in the year of purchase provided that some may be recorded in a Register of Valuable Assets, if deemed appropriate.
13. A review of assets against the Fixed Asset and Valuable Asset Registers shall be undertaken at least once a year.

Disposal of Assets

14. The Principal shall have delegated authority to dispose of any asset that has reached the end of its useful life (as recorded in the Fixed Asset or Valuable Asset Registers), provided the original cost of that asset was less than \$10,000. The Principal shall report to the Board about reasons for disposal, disposal process and any net disposal proceeds.
15. The Board shall approve the disposal of any asset that had an original cost of over \$10,000 including the reasons for disposal, disposal process and use of any disposal proceeds

Approved:

BOT Meeting: 05/08/20

Chairperson:

HENDERSON SOUTH SCHOOL**POLICY ON SECURITY**

The Board of Trustees will endeavour to provide an effective security system at reasonable cost. Currently there is an alarm system and a CCTV system which is monitored daily. Security measures to be reviewed six-monthly and additional measures to be taken when warranted.

Guidelines

1. Cover all valuable 'attractive' items or store out of sight.
2. Keep all equipment likely to be used in vandalism out of sight i.e. scissors, dyes.
3. Encourage - insist - staff remove all personal property or have them arrange own insurance cover.
4. Store all moveable outside equipment daily.
5. Daily checks by Caretaker/Principal to include looking for graffiti, broken windows, forced entry, recycling containers tidy and regularly emptied.
6. Arrange a plan of action for dealing with petty vandalism - overpainting graffiti, replacing broken windows.
7. Arrange local contact knowledge through newsletters.
8. Notify local Police of every significant incident.
9. Arrange off-site or fireproof storage of back-up systems of inventory and school records, and any moveable valuable 'irreplaceable' items.
10. Update Asset Register with new equipment serial numbers.
11. Confirm plan for contracting personnel in case of major vandalism/fire.
 - (a) Check contact list for Police, Security firm etc.
 - (b) Notification of Police.
 - (c) In the case of the Fire Service being called, the Ministry of Education is contacted by the Fire Service.

Trustees have a responsibility through the Property Occupancy document for providing security to maintain and safeguard premises.

Fire, Flood, Storm, Earthquake and Other Exceptional Circumstances

Subject to paragraph 11 of the Property Occupancy Document, the Board shall not be responsible for the repair or reinstatement of the premises resulting from fire, flood, storm, earthquake and other exceptional circumstances. The decisions on any remedial work to be carried out will be made by the Ministry after consulting the Board.

Emergencies

- (a) In an emergency, the Board shall take any reasonable action to reduce further damage and safeguard the property.
- (b) If necessary, the Ministry reserves the right to carry out any such work without consulting the Board.

Approved:

BOT Meeting: 05/08/2020

Chairperson:

HENDERSON SOUTH SCHOOL

HALL HIRE POLICY

The Henderson South School Hall is available for hire for religious and educational purposes only, subject to the following conditions:

1. The scale of the proposed activity would ensure that there would be no more than minor adverse effects on the environment, in particular the surrounding neighbourhood in terms of traffic safety, noise and visual amenity.
2. The proposed use of the hall would provide religious and educational opportunities for both the school and local community as well as ensuring good use of a valuable asset and physical resource.
3. That apart from school related activities, a maximum of 150 people be allowed to use the hall at any one time.
4. The hours of hireage for non-school related activities shall be limited to:
Monday – Sunday 8.30 a.m. – 9.00 p.m.
Car park areas shall be cleared by 9.30 p.m.
5. The hirer of the hall shall make every effort to keep music and noise levels to a reasonable level.
6. No alcohol or liquor is to be provided or consumed on the school site during the hiring of the hall.

Scale of Fees

The fees will be \$20 per hour plus GST. A minimum charge of \$30 will apply for “One Off” hire of the hall. A bond may be charged up to \$250 at the discretion of the school management team.

Regular hirers shall pay hire fees one month in advance.

Payment of fees must accompany the application form.

The Board of Trustees reserves the right to review the fees at any time.

Keys

The key may be uplifted from the school office during school hours. The key is to be either returned to the school office on completion of the hire or, if outside school hours, to a designated person. In the event of the key being lost by the hirer, the hirer shall be liable for the cost of the replacement of the key and, if considered necessary, replacement of the door lock.

Agreement to Hire

Notwithstanding any hire arrangements entered into, the Board of Trustees reserves the right to refuse or cancel hireage of the hall without giving any reason.

Decorations

No decorations shall be attached to the walls

Care Of School Property

The buildings are not to be defaced in any way. On completion of the hire the hall is to be left in a clean and tidy condition and all furniture, equipment and fittings to be left in the same state as found. Electric lights, power switches and taps are to be turned OFF and doors and windows SECURELY FASTENED AND LOCKED. All refuse is to be removed from the hall and school property. The toilet blocks are to be left clean. The burglar alarm is to be turned ON.

Compensation for Damages

The hirer will report any damage to the school office as soon as possible and will reimburse the cost of repairs.

Hirers' Equipment

All equipment and other belongings of the hirer are to be removed after use or stored in an agreed designated area. The School Board of Trustees does not accept responsibility for any loss or damage to property of the hirer.

Access by School Representatives

The hirer shall permit access to any member of the School Board of Trustees or staff.

General Conditions

The following conditions shall apply:

- (a) no smoking anywhere in school grounds or buildings
- (b) no alcohol anywhere in school grounds or buildings.
- (c) no food or drink is to be consumed within the hall.
- (d) no animals are permitted on school premises
- (e) children to be supervised around the school area while the hall is being used.
- (f) cars must be parked on the road.

Approved

BOT Meeting: 05/08/2020

Chairperson.....

HALL HIREAGE APPLICATION FORM

..... being the applicant in this matter (hereinafter referred to as the hirer) and having read the terms and conditions of hire as set out above, do hereby agree to strictly comply with the said terms and conditions as specified, and undertake to return the key.

.....
Signature Name in block letters

Organisation

Full street address (PO Box not acceptable):

.....

Contact phone number:

Accepted on behalf of the Board of Trustees:

.....
Signature Designation Date

Date Hall required

CommencementAM/PM

TerminationAM/PM

Hire fee: \$..... (GST incl)

Receipt No: Dated.....

Key returned

Board of Trustees
Henderson South School
24 Garelja Road (P.O. Box 21165)
Henderson.
Phone: School office: 838-8766
Fax: 837-4336

Proactive 'Fire Plan'

1. Secure all valuable 'attractive' items.
2. Remove equipment likely to be used in vandalism ie: paint, scissors, dyes.
3. Encourage - insist - staff remove all personal property.
4. Remove all moveable outside equipment.
5. Arrange roster for daily security checks - local parents, trustees, staff.
6. Daily checks to include looking for graffiti, broken windows, forced entry. Recycling containers tidy and regularly emptied. Keep Vandalism record.
7. Arrange a plan of action for dealing with petty vandalism - overpainting graffiti, replacing broken windows.
8. Arrange local contact knowledge through newsletters.
9. Notify local Police of every incident, and Fire Station of every 'fire' incident.
10. Arrange off site storage of inventory, school records, any moveable valuable 'irreplaceable' items.
11. Confirm plan for contacting personnel in case of major vandalism/fire.
12. Check contact list for Police, Security firm etc.
13. Notification of Police
 - i. In the case of the Fire Service being called, the Ministry of Education is contacted by the Fire Service- Trevor Gould or designated back up.
14. Ministry Initiated Action: Contract with Multiserve to attend and report back to Ministry. Ministry through Multiserve consult with Trustees about further action.
 - securing premises
 - salvage and removal of debris
 - restoration

Trustees have a responsibility through Property Occupancy document for providing security to maintain and safe guard premises.

Fire, Flood, Storm, Earthquake and other exceptional circumstances.

Subject to paragraph 14 (i) the Board shall not be responsible for the repair or reinstatement of the premises resulting from fire, flood, storm, earthquake and other exceptional circumstances.

The decisions on any remedial work to be carried out will e made by the Ministry after consulting the Board.

Emergencies

- a) In an emergency, the Board shall take any reasonable action to reduce further damage and safeguard the property.
- b) If necessary the Ministry reserves the right to carry out any such work without consulting the Board.

HENDERSON SOUTH SCHOOL**POLICY ON USE OF SCHOOL SWIMMING POOL****Rationale**

At Henderson South School we recognise being able to swim is important for all New Zealanders, and acknowledge the important role schools have traditionally played in teaching children to swim, survive and learn safety skills in water. In order to facilitate these programmes, it is necessary to follow the correct safety and maintenance guidelines.

Purposes

1. To provide a safe pool environment for effective aquatics education.
2. To ensure our swimming pool meets all legislative and safety requirements.
3. To maximise the utilisation of our school pool in order to provide opportunity for all students to learn to swim.

Guidelines

1. The school is responsible for paying for the running costs of the pool out of its operational funding. Operating expenses include: pool chemicals, water charges, salary of the person responsible for maintaining pool hygiene and maintenance (e.g. the caretaker).
2. In order to ensure that the water remains chemically and microbiologically safe, regular testing is required and the frequency of these tests is specified in NZS 5826:2000.
3. The Fencing of Swimming Pools Act 1987 requires immediate pool areas to be fenced, as specified in the Building Act 1991 and the Building Code. In addition, it is the Ministry of Education's policy that all school pools be fenced to Building Code requirements.
4. No student is to swim unsupervised by an adult.
5. During any session when the pool is in use, there shall be at least one person designated as the swimming pool supervisor who will supervise the pool at all times. The number of additional supervisors required will be determined by the number of swimmers. To supervise effectively it is essential to avoid a "one size fits all" approach to staffing levels. A sensible number of swimmers should be in the water at any one time.
6. The pool gate shall be securely closed at all times.
7. Behaviour that could be considered dangerous, such as running, pushing, holding under and screaming, is prohibited.
8. The Principal has the authority to sanction the use of the pool for certain activities after school hours so long as all health and safety regulations are adhered to.

Conclusion

A well maintained and safe swimming environment provides the school with a valuable resource for the delivery of aquatics education.

Approved

BOT Meeting: 05/08/2020

Chairperson.....

HENDERSON SOUTH SCHOOL
NORTHWEST LITERACY CENTRE

Policy on the use of the Northwest Literacy Centre's Vehicle

Rationale

The Resource Teachers of Literacy based at Henderson South School will be provided with 1 vehicle (motor car) to use for work purposes.

Purpose

To enable them

- To work from an equitable base in line with other colleagues nationally
- To lessen wear and tear on their private/family vehicles

Guidelines

The Resource Teachers: Literacy will

- Only use the vehicle for work related business
- Ensure equitable use of said vehicle (Term rotation) by the RT's: Literacy
- Ensure all drivers hold a current, full NZ driver's licence
- Ensure a Log is kept of all receipts of expenses incurred
- Ensure all necessary maintenance and repairs are undertaken in a timely manner
- Ensure any accident/incident is reported to the Principal as soon as possible
- Ensure that the Insurance company is notified within 24 hours
- Ensure that any financial liability is decided on by the Principal
- Ensure that any infringements incurred by the driver, will be paid for by that driver
- Return to full use of their personal vehicle if the Centre vehicle is off the road for any reason and a loan car is unavailable
- Ensure any reimbursements to be made must be claimed at the end of each term before changeover occurs
- Notify the Principal when any Insurance, WOF or Registration is due
- House the vehicle off-road on private property (NOT to be left overnight on school property)
- Ensure that the vehicle is kept clean and tidy at all times (NO smoking or pets allowed in the vehicle) and that the vehicle has a full tank of petrol at handover
- Ensure all passengers understand that when travelling in this vehicle they do so at their own risk. NO responsibility or liability can be attributed to either the RT's: Literacy or Henderson South School (B.O.T.)
- Continue to be reimbursed for the use of the RT: Literacy's private vehicle as per the current procedure

Conclusion:

The condition of the NW Literacy Centre's vehicle will need to be appraised annually by the Management Committee in terms of its safety and suitability for purpose for the next 12 months.

Should a replacement vehicle be deemed necessary the Management Committee will decide on the process to be followed.

An annual evaluation of the Guidelines in this Policy document should occur and any alterations be amended at this time.

Approved

BOT Meeting: 05/08/2020

Chairperson.....