



Whakatane Intermediate School Board of Trustees Policy **Property Maintenance & Development Policy**

Purpose

To ensure a high standard of property maintenance, development and general care so that the school's buildings and facilities provide a safe, attractive environment suited the needs of teaching and learning.

Objectives

MAINTENANCE

- 1 The Property Subcommittee prepares and recommends for Board approval a costed, prioritised and time-scheduled maintenance programme according to an 8 year cycle of work.
- 2 The maintenance programme is prepared in consultation with staff and is widely publicised in its draft and confirmed forms.
- 3 The maintenance programme is reviewed annually.
- 3 The maintenance budget makes provision for unplanned emergencies.
- 4 Regular inspections of the school's buildings, grounds and equipment are carried out and reported to the Board through its Property Sub-Committee.

DEVELOPMENT

- 5 The Property Subcommittee in collaboration with the Ministry of Education prepares and recommends for Board approval a costed, prioritised and time-scheduled programme of development and capital works.
- 6 The programme of development projects is prepared in consultation with staff and students, and is widely publicised in its draft and confirmed forms.
- 7 The programme of development projects is reviewed annually.

Effectiveness Self-Review

- 1 This policy will be reviewed in accordance with the Board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the Board.
- 2 The review will be conducted in the form of a **Board and staff** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

March 12, 2017 version adopted

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Chairperson

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Date