

POLICY: Property and other Asset Protection

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College. This policy is intended to build our Faith Community, uphold the mana of our Kura, and commit to the safeguarding of our Catholic Character and Mission Charism.

1.0 Purpose and Scope

Ensuring that the College buildings, grounds, facilities and other assets are maintained ensures that there is physical space within which to provide a faith-based education that reflects the Catholic Character of our College. This policy ensures that assets of the College and integrated assets of the Proprietor (as detailed in the College's Integration Agreement), are maintained and utilised to maximise the best outcomes for students. This Policy also ensures that the requirements set out in Schedule 6: Education and Training Act 2020 and the College's Integration Agreement are met in respect of the College's buildings, grounds, facilities and other assets.

2.0 The Board Responsibilities

The Board recognises:

- as good stewards, that assets may not be unprotected, inadequately maintained or unnecessarily risked.
- the Proprietor is the owner of the land, buildings and other improvements described in the College's Integration Agreement and meets insurance associated with the land and buildings and other improvements that comprise the College premises and are specified in the Integration Agreement.
- the Proprietor gives the Board exclusive right to the possession and use of the College premises, including buildings and chattels but maintains the right to access the property.
- the Proprietor is responsible for any costs associated with the non-integrated areas of the College (if any).
- the Board has no authority to make structural changes to the buildings or grounds without the approval of the Proprietor.
- the Board may construct a building or other facility on the College premises using its own (Crown) funds, and own this outright, but only with the prior agreement of the Proprietor (under a Memorandum of Understanding) and the Ministry of Education. Maintenance of such buildings is the responsibility of the Board.
- the Board cannot dispose of any part of the College premises, or otherwise alter its boundaries or dimensions, without the permission and active involvement of the Proprietor. Such changes (if agreed) will be recognised by a Supplementary Agreement to the College's Integration Agreement between the Proprietor and the Minister of Education. This process must be initiated by the Proprietor.
- capital works belong to and, unless agreed otherwise, are the responsibility of the Proprietor.
- the Proprietor may raise funds in relation to College property and College communities may raise funds on behalf of the Proprietor with their approval and subject to the statutory requirements of fundraising issued by the Ministry of Education.
- funds raised by the Board are crown funds and therefore cannot be used to fund buildings that will legally

belong to the Proprietor.

- the Proprietor is responsible for the provision of new or additional buildings if there are changes to the state College minimum accommodation code, or approved role increases.
- The Board shall be responsible for, in conjunction with the Proprietor, developing and implementing a long-term maintenance plan for the College grounds, buildings, facilities and other assets.
- The Ministry of Education provides the funding for the College's ongoing maintenance including the contents (furniture and equipment) through:
 1. minor maintenance under \$5,000 through the operations grant (directly to the College).
 2. major maintenance over \$5,000 through Policy One funding to the Proprietor who ensures the standard of property is maintained to the equivalent of non-integrated state schools.
- they will work in close consultation with the Proprietor to ensure that the College property is not neglected by informing the Proprietor of any maintenance that is in the major category.

3.0 Delegations

The Principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the College grounds, buildings, facilities and other assets occurs, in line with the Proprietor's guidelines and 10-year property plans, within budget, to provide a clean, safe, tidy and hygienic work and learning environment for staff and students.

4.0 Expectations and Limitations

The Principal must:

- ensure all Board assets are insured and provide evidence of this to the Board if requested to do so.
- work with the Board and/or Proprietor to ensure that all College property covered by the College's Integration Agreement meets minimum standards to ensure it is safe, in a fit state of repair and meets all statutory, regulatory and Ministry of Education design standards.
- work with the Proprietor to ensure buildings have a current Building Warrant of Fitness.
- ensure the College has a process for managing health and safety issues related to the land and buildings.
- give permission to the Proprietor to use the College premises or equipment when the Proprietor asks to do so.
- not allow unauthorised personnel or groups to handle funds or College property.
- not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
- maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$2,000.
- ensure the implementation of the 10-year property maintenance plan.
- engage sufficient property maintenance staff for the College within budget limitations.
- request Board approval for maintenance contracts over \$5,000 for any one contract and not authorize any contract until such approval has been given.
- conduct competitive tenders for all contracting.
- protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
- not receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
- not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

5.0 Procedures/Supporting Documentation

Handbook for Boards of Trustees of New Zealand Catholic State Integrated Colleges

Particularly Property: Resources

6.0 Monitoring

The Principal is responsible for reporting and demonstrating compliance with this policy. Where there is non-compliance, variances are to be reported to the Board (through the Finance Committee in the first instance) with recommendations on the actions required to meet compliance.

REFERENCES

Refer to the Ministry of Education website for information on managing College finances and the MoE

Financial Information for Colleges Handbook

Schedule 6: Education and Training Act 2020

Review

This policy shall be reviewed annually by the Board of Trustees (Finance Committee)

Review schedule: February Triennially

Review next due: February 2027

Approved by the Board of Trustees at the meeting held on: **21 October 2024**



Presiding Member