

### 3.3.4.3 Property Management

#### Statement of Intent

Paraparaumu College provides a safe, healthy and attractive learning environment for students, staff and the community. Property is developed and maintained to meet learning priorities.

#### Board Expectations

The Board's expectations regarding the allocation and management of property are:

1. The school will provide a safe working and learning environment
2. The school complies with all statutory requirements, regulations and Ministry of Education expectations and priorities with respect to property management
3. A committee of the Board will oversee the property management of the school
4. A property plan is developed, regularly and reviewed and followed, covering planned maintenance, modernisation and development of new facilities
5. Funding is allocated for the development and management of property
6. The physical environment is aesthetically pleasing, environmentally sustainable and conducive to teaching and learning

#### Supporting Documents

The Board expects that the following documents outlining management policies, procedures or practices are in the school. Where they have been developed by the school they will be regularly reviewed by management. These documents are available to the Board through the Principal:

- 10 year property plan (10YP) and 5 year property agreement (5YA)
- Paraparaumu College Management Guidelines and Procedures:
  - Guidelines and Procedures for Hazard identification
  - Guidelines and Procedures for use of school facilities
  - Annual Budget

#### Delegations

The implementation of this policy is delegated to the Principal and Senior Management Team.

Approval Dates: 12 May 2015

Review Date (Annual): 30 August 2016

Signed by the Chairperson of the  
Board of Trustees on behalf  
of the Board of Trustees

