

NAG 4—Finance and Property

Property Management Policy

Rationale

While buildings used by the NHS are generally provided by other organisations, the Board of Trustees is responsible for checking that the buildings and property are appropriate and correctly maintained for the NHS purposes.

Purposes

- a) To comply with the conditions of any property occupancy agreements.
- b) To respond to maintenance issues as they arise.
- c) To ensure that school buildings meet health and safety requirements and procedures.
- d) To establish a system for renewing and replacing furniture, furnishings and equipment as part of the budgeting process.

Guidelines

- a) The Board of Trustees will ensure that buildings and property are appropriate, maintained and meets health and safety requirements. The day-to-day administration is the responsibility of the Principal.
- b) The Principal, or relevant senior teacher, is responsible for notifying the appropriate landlord, Ministry leasing division, or host school, immediately should emergency maintenance be necessary.
- c) Unit staff will regularly identify health and safety risks and maintenance issues as part of the school's Health and Safety programme.

Adopted	<u>March 2020</u>
Chairperson	<u></u>
Review Date	<u>March 2023</u>