



The Catlins Area School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

About the review process

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Property Planning and Maintenance

The Catlins Area School expects its staff, students, and wider school community to respect school property and treat it with due care. School property is managed to meet our strategic aims and keep school buildings and grounds in a clean and safe condition.

We have long-term property plans to ensure the school is appropriately maintained, and that any maintenance is accounted for as part of our budget. We complete regular maintenance and long-term cyclical maintenance as required, and monitor the performance of school staff and external contractors who contribute to property maintenance at the school.

The property committee reports to the board each year on the state of all school buildings and grounds.


Long-term property planning

We develop long-term property plans to ensure that our school is well maintained and the physical environment is appropriate for effective teaching and learning. The Catlins Area School follows the Ministry of Education's 10 Year Property Plan (10YPP) process, which sets guidelines for ongoing maintenance and any property work to be completed over a 10 year timeframe. We submit a new 10YPP to the Ministry for approval every 5 years, before receiving our 5 Year Agreement (5YA) funding.

The Ministry of Education notifies the board of our responsibilities for managing school property in our Property Occupancy Document (POD), which requires the board to:

- maintain school property
- upgrade and modernise school buildings
- plan for capital works (new buildings and services) as needed.

See [Property Occupancy Document \(POD\)](#) .

We rationalise any surplus school property as needed according to Ministry guidelines. See [Surplus School Property](#) .

Capital works programmes

The Catlins Area School develops capital works programmes to ensure they are planned, budgeted for, and carried out. Maintenance is prioritised and any major works are approved by the Ministry of Education.

We consider teacher, parent, and student views when setting priorities for works programmes, and teachers can request minor capital works for consideration in the following year's budget.

Regular planning and maintenance

Compliance schedule

We have a compliance schedule (supplied by our local council) that lists all **specified systems** at the school, and provides inspection, maintenance, and reporting procedures that we follow to ensure specified systems meet appropriate standards. Our compliance schedule is available for inspection by a person or organisation inspecting school property.

The board ensures ongoing inspection and maintenance of specified systems within our compliance schedule by an independent qualified person (IQP) to ensure systems are operating correctly. The IQP

provides the school with a certificate of compliance to verify that each specified system complies with requirements.

We keep annual written reports relating to inspection, maintenance, and reporting procedures in our compliance schedule, which are signed by the IQP. We keep these reports with our compliance schedule for 2 years, and the reports are available for inspection as required.

Building Warrant of Fitness (BWOFF)

Each year, the school supplies a Building Warrant of Fitness (BWOFF) to our local council, which confirms that all specified systems are functional and working effectively without risk to health and safety, and that we comply with our compliance schedule. We supply this to our local council on each anniversary of the issuing of a building's compliance schedule. We include a copy of the certificate(s) of compliance, along with any recommendations from the IQP for amending our compliance schedule.

We display a copy of our BWOFF in a public area of the building. Our BWOFF shows the location of our compliance schedule.

See [Building warrants of fitness for school facilities](#)  (Ministry of Education).

Damage to school property

We encourage everyone to treat school property with care and respect. Damage to or loss of school property must be reported to the principal as soon as possible.

In the last week of each term, staff check their individual classroom (or area) chattels and report all missing items, and items needing repair, to the principal.

Vandalism

The board is responsible for taking all practicable steps to reduce vandalism and for managing [vandalism repairs](#). Funding to repair damage caused by vandalism is included in our operational funding each year. This funding may be used to repair school property under criteria specified by the Ministry of Education. Types of damage outside of this criteria may be funded by other sources, including school insurance and maintenance funding.

If school property has been broken or damaged as a result of school rules being broken, the cost of repair may fall to the student and/or students responsible.

After an emergency

We follow Ministry of Education guidance for checking school property if our school has experienced a major incident. If the school has been evacuated or closed, we do not re-enter school buildings or reopen the school until it is safe. This involves the following (as required):

- visually checking buildings and grounds
- organising urgent repairs
- engaging an engineer
- organising non-urgent repairs
- making an insurance claim.

See [Checking your property after a major incident](#)  (Ministry of Education).

Related topics







- [<kuraCAP< Community Conduct Expectations](#)
- [School Planning and Reporting](#)
- [Budget](#)
- [Plant and Machinery Safety](#)
- [Behaviour Management](#)
- [After an Emergency, Disaster, or Crisis](#)

Legislation

- Education and Training Act 2020
- Health and Safety at Work Act 2015

- Public Finance Act 1989
- Building Act 2004 (see secondary legislation below)
 - Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005
 - Building (Forms) Regulations 2004

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga:
 - [Property maintenance](#) 
 - [Property planning](#) 
 - [State school property management and POD](#) 
 - [Building warrants of fitness for school facilities](#) 
 - [Vandalism funding to repair school property](#) 
 - [Checking your property after a major incident](#) 

Release history: [Term 4 2023](#), [Term 2 2021](#)

Last review	Term 4 2023
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