



POLICY 4.2: Asset Protection Policy

Submitted for Ratification at Board Meeting	27th September 2018
Next Review Due	2021

RATIONALE:

Assets of the school are utilised in keeping with the colleges Special Character, to maximise the best outcomes for students and the Proprietor.

GUIDELINES:

1. The Aquinas College Board of Trustees and school staff recognise the rights of the Proprietor as owner of the school premises.
2. The Principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff

PROCEDURES:

To ensure Ministry of Education regulations and Proprietor's obligations are met, the Principal must:

1. Develop a strategic plan which includes future capital development and is used to assess capital works development and needs then advises the Proprietor and Ministry of Education where appropriate.
2. Develop a 10 year property maintenance plan which includes minor, preventative and cyclical maintenance requirements and landscaping.
3. Develop a 10-year property asset management programme covering buildings, facilities, furniture and fitting, equipment and vehicles replacement and grounds.
4. Maintain an assets register and establish a system for renewing and replacing furniture, furnishings, vehicles and equipment.
5. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
6. Receive board approval for maintenance contracts over \$5,000 for any one contract
7. Conduct competitive tenders for all contracting
8. Ensure all board assets are insured