Policy: Asset Management

Policy Statement

Assets of Jireh Christian School ("the School") are utilised to maximise the best outcomes for students.

Assets must be reasonably protected, maintained and not exposed to unreasonable risk. 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 secure, safe, tidy and hygienic work and learning environment for students and staff.

The Principal must ensure that a transparent financial system is in place and that financial delegations are adhered to.

Procedural Guidelines

The Principal must:

1. Ensure all Board assets are insured.
2. Not allow unauthorised personnel or groups to handle funds or School property.
3. Not subject plant and equipment to improper wear and tear, insufficient maintenance, or inappropriate use.
4. Maintain an up-to-date asset register for all items of furnishing, plant machinery, equipment, textbooks, and library books costing more than $1000.
5. Ensure the implementation of the 10-year property maintenance plan.
6. Engage sufficient property maintenance staff for the School within budget limitations.
7. Conduct competitive tenders for all contracts with an annual cost over $15,000.
8. Protect intellectual property, information, and files from loss, significant damage, unauthorised access, or duplication.
9. Ensure that all digital assets, software licences, CCTV systems, and related records are properly maintained, secured, monitored, and renewed in accordance with School requirements and applicable law.
10. Not receive, process or disburse funds under controls that are insufficient to meet Board-appointed auditor's standards.
11. Not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions. All term deposits must be with the School's banks.

Staff and Community Use of School Property:

1. Use of School property must be in keeping with the special character of the School at all times.
2. No alcohol, cigarettes, e-cigarettes, vaping or non-prescribed drugs are permitted on the School grounds or property.
3. All conditions of the School's contents insurance must be met.
4. Where appropriate, the user's own insurers should be contacted to safeguard equipment.
5. Prior permission to use School property or equipment outside of School hours or to remove equipment from the site must be sought from the Principal in writing.
6. Staff using School equipment off-site for their own personal use must accept full responsibility for safety, repair and insurance against theft, loss and damage.
7. Staff must be competent and qualified in the use of any School equipment borrowed for personal use off-site.

Property Management:

1. Health and safety matters will be overseen by the Principal.
2. The annual budget will provide for ongoing maintenance to existing plant, equipment, and property.
3. Maintenance of School buildings and grounds will follow the Ministry of Education's Maintenance Guide for Schools/Kura framework: planned maintenance (routine and preventive) and reactive maintenance (urgent and non-urgent repairs).
4. The Principal will maintain a 10-year property maintenance plan for the School, informed by routine and preventive maintenance plans reviewed annually.
5. All maintenance work will comply with the Health and Safety at Work Act 2015, including a risk register and appropriate personal protective equipment.
6. The Principal will report any risks related to property to the Board.

Insurance:

1. The School carries an insurance policy but this does not cover the personal belongings of teachers. Teachers are responsible for the care of their own valuables (including money). Purses, wallets, or valuables are not to be left lying around in the classroom or office.
2. Staff are not to leave School laptops unattended in vehicles. If a laptop is stolen from a staff member's car, they will be required to cover the cost of replacement from their own insurance.

Physical Education Shed:

1. The staff member in charge of the Physical Education shed is the Sports' Co-ordinator who will issue a set of instructions regarding the use of sports equipment.

Keys:

1. The Communications Administrator is responsible for the issuing of all keys and security codes. Utmost care must be taken with all keys due to the security risks and costs involved in replacement. All staff are issued with a classroom key and an administration area key. This will open their classroom and the main office door. Weekends, early morning, and after school, the alarms are set and can only be disarmed with a code. All staff are issued with a code.

Lost Property:

1. Lost items should be reported to the office. If theft is suspected, then a report should be made to the Principal.

Legislative Compliance

Education and Training Act 2020
Financial Information for Schools Handbook, (FISH) MoE
Crown Entities Act 2004
Health and Safety at Work Act 2015

Review schedule: Annually

ADOPTED BY BOARD

Date 12th September 2017 Chairperson **R Thornton (Acting)**

Reviewed Date 31st October 2017 Chairperson **R Thornton**

Reviewed Date	16th October 2018	Chairperson **G Budler**
Reviewed Date	15th October 2019	Chairperson **M Causley**
Reviewed Date	1st December 2020	Chairperson **M Causley**
Reviewed Date	25th May 2021	Chairperson **M Causley**
Reviewed Date	24th May 2022	Chairperson **M Causley**
Reviewed Date	26th March 2024	Presiding Member **A Coombridge**
Reviewed Date	15th September 2026	Presiding Member **A Coombridge**