***Matamata Christian School***

**PROPERTY CARE AND PROTECTION POLICY**

In recognising the Biblical principle of stewardship enshrined in its special Christian character, the Matamata Christian School Board of Trustees shall care for and protect its property according to the following Biblical guidelines.

**Divine ownership of the natural world**– The earth is the Lords, and all it contains, the world and those who dwell in it. Psalms 24:1

**People as stewards, not owners** – And he called ten of his slaves, and gave them ten minas, and said to them, “do business with this until I return”. Luke 19:13

**Personal responsibility** – Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of your inheritance. Colossians 3:23-24

**Personal accountability** – So then each one of us will give account of himself to God. Romans 14:12

**Policy Purpose:**

* + 1. To ensure that property care and management is carried out according to the Biblical guidelines set out above.
    2. To ensure that the conditions of the Property National Administration Guideline 4 are met.
    3. To ensure ongoing care and maintenance of all school property.
    4. To ensure provision is made for the timely replacement of old or worn property.
    5. To ensure provision is made for timely investment in new property as required.
    6. To ensure that all legal requirements are adhered to.

1. **Asset Protection Policy**

**1.1. Preamble**

1.1.1. Under the integration agreement, it is the responsibility of the Matamata Christian School Association to provide adequate land and building resources. Expenses related to the ownership of those resources are the responsibility of the Association. The Board of Trustees has a responsibility to maintain these resources and some funding is supplied by the Crown for this purpose.

**1.2. Policy**

1.2.1. Property of the Board of Trustees may not be unprotected, inadequately maintained or unnecessarily risked. The Board of Trustees is responsible to overview the programming and funding of general maintenance of the school grounds, buildings, facilities and other property to provide a clean, safe tidy and hygienic work and learning environment for students and staff, including those with disabilities. Accordingly, the Principal may not:

1.2.2. Fail to ensure adequate insurance cover of all such property and other assets.

1.2.3. Allow unauthorised personnel access to or the use of school property.

1.2.4. Subject plant, equipment or property to improper wear and tear, insufficient maintenance or inappropriate use.

1.2.5. Fail to maintain an up to date asset register of all assets including furnishings, plant, machinery, equipment and text and library books costing more than $1000.00.

1.2.6. Fail to implement the 10 year property maintenance plan.

1.2.7. Fail to engage sufficient property maintenance staff, either voluntary or paid within budgetary constraints, for the proper maintenance and upkeep of the school and school property. (Refer clause 1.3 below)

1.2.8. Fail to receive Board approval for maintenance contracts over $5000.00 annually or for any one contract.

1.2.9. Fail to conduct competitive tenders for all contracting.

1.2.10. Fail to protect intellectual property, information and files, both electronic and hard copy, from loss or significant damage, or unauthorised access or duplication.

**1.3 Property Care Team**

1.3.1. A Property Care Team shall be established by the Principal as required from time to time and for periods of time as agreed between the Board and the Principal. In the interest of assisting the Principal to implement this policy, the Board shall help to establish and co-ordinate the property care team which shall consist of one Board member and as many other people as may be available and willing to assist. The Board member will be appointed by the Board and other team members will be invited by agreement between the Board member and the Principal. The Board member will co-ordinate the Property Care Team to ensure that it functions according to this Property Care and Protection Policy. (Refer Clause 1.2.7) The Property Care Team shall:

1.3.2. Establish and maintain an annual property care schedule which is to be approved by the Board annually.

1.3.3. Carry out property care according to the property care schedule.

1.3.4. Report any damage, breakages or capital requirements to the Principal.

1.3.5. Incur costs only with prior approval of the Principal.

1.3.6. Arrange for additional work to be carried out with the prior approval of the Principal.

1.3.7. Include others into the team who may be able and willing to assist.

1.3.8. The property care team leader/board member shall report to the Principal monthly regarding the progress of the property care programme in time for the Principal to comply with clause 1.4.1

**1.4. Reporting**

1.4.1. The Principal shall report monthly to the Board, indicating compliance or otherwise with this policy. That report shall include reports of loss or damage to property covered by this policy, other than what could reasonably be expected as normal wear and tear.

Signed…………………………………… (Chairman)……………………….. (Date)

Signed…………………………………… (Principal)………………………..... (Date)

Last reviewed February 2017 Last updated February 2017