

# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



## ROLES AND RESPONSIBILITIES – PROPERTY SUBCOMMITTEE

The Property Subcommittee of the Board of Trustees shall undertake the following:

1. Provide meeting minutes, with recommendations, to the Board. These shall be included in the Board meeting documentation.
2. Follow the meeting procedures as set out in the Standing Orders.
3. Provide the Board with resolutions or recommendations which must be approved by the full Board unless prior delegated authority has been granted.
4. Work with the Principal and Executive Officer and Project Manager to prepare a draft property plan that aligns with the Board strategic plan.
5. Present that draft property plan to the Board for approval and ratification.
6. Work with the Principal, Executive Officer and Project Manager to ensure efficient, quality and cost effective, completion of all capital works projects within the school.
7. Through the Executive Officer ensure that information relating to capital works projects is kept up to date and provided to the Ministry of Education as required.
8. Become familiar with property procedures operating within the school and ensure these align with the Ministry of Education policies and procedures.
9. Compile and implement programmes which ensure the school complies with its obligations to provide a safe physical environment for staff, students and visitors. It will ensure that the school management has in place procedures for the recording of reported hazards/potential hazards and the removal and management of those hazards.
10. Carry out an annual inspection of the buildings and grounds and report minor items of maintenance in a Maintenance Register and through the Principal ensure these maintenance matters are brought to the attention of the Caretaker for action.
11. Monitor the progress of expenditure of the Repairs and Maintenance budget.
12. Complete the annual Ministry Report for maintenance and capital works.
13. Ensure the security of the school and its grounds and buildings.
14. In consultation with the Principal/Board Chairperson arrange for emergency or urgent work to be carried out without delay.
15. Will work within Board policy and legislative obligations.

---

Reviewed: May 2009

Next Review: May 2010

Chairperson Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_

Delegated authority:

16. The subcommittee shall have the Board's delegated authority to approve in budget maintenance expenditure up to \$10,000.00.
17. The subcommittee shall have the Board's delegated authority to appoint a Property Manager/Architectural Designer as required.

Subcommittee quorum and meeting times:

18. The subcommittee will be made up of at least three of those below to form a quorum:
  - The Principal or Deputy Principal
  - The Executive Officer
  - At least two Board members

Meeting time:

During a school project phase, monthly meetings shall take place one week prior to the scheduled Board meetings.

At times when a project is not being prepared for, or undertaken, meetings shall take place quarterly.

***Effectiveness Review:***

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

---

Reviewed: May 2009  
Next Review: May 2010  
Chairperson Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_