



Marist Catholic School Herne Bay

OUR CHARISM

As Marists, we think, judge, feel and act in the way of Mary

Policy on Property Management and Protection of Assets

Policy 4 c (NAG 4c (ii) (iii))

The Principal is required to ensure that Marist Catholic School Herne Bay's assets are protected, adequately maintained and not unnecessarily exposed to risk. In particular, the Principal shall ensure:

- 1) The school's assets are insured for what is considered necessary for prudent risk management.
- 2) The school's assets are subject to authorised or proper use and sufficiently maintained.
- 3) Intellectual property, information and files are protected from loss, improper use, improper purposes, or significant damage.
- 4) That there are appropriate and effective security systems in place to adequately safeguard against loss, common damage or theft of student, staff, and school property.
- 5) The school's asset register is appropriately maintained and regularly updated.
- 6) That all physical resources shall be appropriate for Marist Catholic School Herne Bay's purposes and will meet all regulatory standards where appropriate.

The Principal shall ensure that all physical resources in the school are developed and maintained with a focus on their usefulness for improving student performance. Student and staff, health, safety & wellbeing are paramount at all times. Accordingly, the Principal shall comply with all current legislation and within the terms of any property agreements the school is currently a signatory to.

The Principal shall not develop new property projects in excess of \$2,000 without presenting and gaining approval of the school Board.

The **Procedures** and **Documents** that support this policy are:

Procedures	Documents / Legislation
Hall Hire	Building Act 2004 Education Lands Act 1949

Procedures for the use of school grounds & facilities Property Management & Maintenance	MCSHB's 5yr & 10yr Property Plan MCSHB's Maintenance Scheme/Schedule MoE Property Management Handbook
--	---

Self Review – this policy will be reviewed in accordance with the Board's triennial programme of self review

28th November 2017 version adopted

Chairperson

Principal

Date