

## Policy: **Asset Management**

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### Policy Statement

The Manurewa High School Board of Trustees will ensure that the asset management agreement with the Ministry of Education will be complied with, and a maintenance programme be included to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

### Procedural Guidelines

- A ten year Property Plan including roll growth accommodation, modernisation and cyclical maintenance will be developed for approval and signing off by the Ministry of Education.
- Wherever possible with each new stage of development additions to, and improvements of, the school infrastructure will be included e.g. roading, parking, toilets, seating and shelter for students.
- A computerised assets register will be maintained and regularly updated.
- Contract cleaners will be hired to maintain the buildings at a high level of cleanliness. Regular inspections will take place.
- Sufficient property staff will be employed to develop and maintain the facilities at a high standard.
- Any single item with a value of \$1,000 and with a life of more than one year will be capitalised as a fixed asset.
- Fixed assets, except for library resources, will be depreciated on an equal annual instalment ("straight-line"). Library resources will be depreciated on a diminishing value basis.
- Depreciation Rates shall be:
 

Buildings	2%
Electronic Equipment	25%
Furniture	5%
Library Books	12.5%
Musical Equipment	12.5%
Motor Vehicles	20%
Plant and Machinery	10%
Sports Equipment	20%
Textbooks	33%

Review schedule: October 2018

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	27 June 2001	Chairperson	M J Bailey

**REVIEWED**                      Date    **18 September 2002**                      Chairperson    **M J Bailey**

**REVIEWED**                      Date    **27 August 2003**                      Chairperson    **M J Bailey**

<b>AMENDED</b>	Date	<b>24 August 2005</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date	<b>30 May 2007</b>	Chairperson	<b>F Tahata</b>
<b>REVIEWED</b>	Date	<b>24 September 2008</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date	<b>26 September 2011</b>	Chairperson	<b>S Smith</b>
<b>AMENDED</b>	Date	<b>27 October 2015</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	<b>31 August 2017</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....