

Policy: **Asset Management**

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.
- Estimated useful lives of the assets are:

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| Building improvements to Crown Owned Assets | 50 years |
| Furniture and equipment | 5 - 20 years |
| Information and communication technology | 5 years |
| Motor Vehicles | 5 years |
| Textbooks | 3 years |
| Leased assets held under a finance lease | 4 years |
| Library Resources | 12.5% diminishing value |

Review schedule: **April 2020**

| ADOPTED BY BOARD OF TRUSTEES | | | |
|-------------------------------------|--------------|-------------|------------|
| 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**

AMENDED Date **24 August 2005** Chairperson **S Smith**

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|-------------------------|------|--------------------------|-------------|-----------------|
| AMENDED | Date | 30 May 2007 | Chairperson | F Tahata |
| REVIEWED | Date | 24 September 2008 | Chairperson | S Smith |
| AMENDED | Date | 26 September 2011 | Chairperson | S Smith |
| AMENDED | Date | 27 October 2015 | Chairperson | S Smith |
| REVIEWED/AMENDED | Date | 31 August 2017 | Chairperson | S Smith |
| REVIEWED/AMENDED | Date | 29 April 2019 | Chairperson | S Smith |
| REVIEWED/AMENDED | Date | | Chairperson | |