



TE KURA WHAKAPUMAU I TE REO TUTURU KI
WAITAHA

Maintenance & Property Development **Policy**

Te Aho Matua

Tino motuhake ēnei āhuatanga katoa. Ko tēnei hoki te kākano i ruia mai I Rangiātea. E kore ia e ngaro. Ēngari, ko tā ngā mātua, ko tā te whānau, ko tā te kura hoki, he mea awhi, he mea whāngai, he mea whakaako i te tamaiti kia tupu katoa i roto i te tika me te maungarongo.

Te Ira Tangata 1.3

Putake:

Under te Aho Matua, te whānau o te kura will make every effort to provide a well maintained, safe, attractive and functional learning environment.

Whaingā:

1. To maintain and develop the grounds, buildings and other facilities in a safe, tidy, clean and hygienic condition.
2. To maintain furnishings and equipment in a safe and workable condition. This will require the compiling and maintaining of a fixed assets register, and the establishment of a workable system for renewing and replacing furnishings and equipment.
3. To ensure property management, considerations is given to equity and to Te Tiriti o Waitangi requirements.
4. To survey Kura and plan a capital works programme in line with the expansion of the Kura roll.
5. To survey Kura, establish priorities and develop a five (5) year maintenance plan.

6. To annually prepare a statement outlining maintenance requirements and the costs, for the budget.
7. To establish a time frame for regular checks of fencing, buildings and fixed assets so that preventative maintenance can be undertaken.
8. Liaise with MOE on capital Works that will be undertaken as necessary form the basis of the five (5) year maintenance plan.

Ara Tohu: Maintenance-

1. Minor maintenance will be dealt with on a daily basis.
2. Major faults – trades people/contractors will be called in.
3. Maintenance job list will be compiled and worked on by Kura Caretaker/maintenance Person.

NB copy of Health & Safety Policy needed.

Property Development responsibilities:

1. The Ohu Whenua will be responsible for the implementation of the property management procedure.
2. The Tumuaki will be responsible for the day to day running of Kura.
3. The Tumuaki/Ohu Whenua will report to the Whānau each month as part of the monitoring process.
4. The long term development and planning will reflect Te Aho Matua.