



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Policy on Equipment and Furnishings:

RATIONALE:

In order to deliver the curriculum efficiently it is necessary that the school has access to up-to-date teaching apparatus and equipment. This policy comes under the schools' overall Finance and Property Management policy programme.

PURPOSES:

1. To ensure that all school equipment is regularly reviewed with replacement or repair in mind as per our Asset Register and general observations.
2. To maintain the Asset Register of all equipment items concerned with the delivery of curriculum areas, administration, learning and teaching programmes (when the item exceeds a purchase price of over \$499.00).
3. To develop a basis for present and future insurance policies and grounds for calculating the depreciating value of all equipment assets and ensure these figures are reflected in our annual budgets.
4. To ensure our 10 Year Maintenance Plan is up-to-date and regularly reviewed.
5. To ensure our budgets reflect maintenance requirements and that sufficient funds are put into reserves annually.
6. To ensure our building warrant of fitness is kept current.

GUIDELINES/PROCEDURES:

1. The Board of Trustees is responsible in consultation with the Principal, for formulating and developing an equipment and furnishing programme and its monitoring procedures.
2. The Principal is responsible for the day-to-day administration of the programme.
3. The Board of Trustees and all school staff recognise the needs of Equity and the Treaty of Waitangi in the future priorities of purchase.
4. The programme for equipment and furnishings will detail the following procedures:
 - a) Methods of updating of purchases / disposals / serial numbers / depreciation / location of items in the register.
 - b) Internal controls for the purchase of equipment (finance policy and budgeting curriculum policy).
 - c) Noting changes to insurance value of items.
 - d) Methods of ensuring the security of all items. The programme will outline the time intervals of monitoring checks to be carried out and who is responsible for these checks.
5. Curriculum managers are deemed to be responsible for those items directly concerned with their area of curriculum delivery (job description).

Ratified by the Board of Trustees March 2019

Review Date March 2020