

**Sacred Heart Girls' College**

**New Plymouth**



# **NAG 4B**

# **PROPERTY**

Last reviewed at BOT Meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_

Chairperson: \_\_\_\_\_

Signature: \_\_\_\_\_

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### SUPPORTING DOCUMENTS (NAG 4BPROPERTY)

Documentation	Location
Insurances	Principal's PA office
Ministry Gazette notices and circulars	Staffroom
10 year maintenance plan	Principal's Office and Executive Officer Office
Capital works plan	Principal's Office and Executive Officer Office

### THIS WILL BE REPORTED AS FOLLOWS (NAG 4B PROPERTY)

- Regular property updates
- Property projects



## Sacred Heart Girls' College

### ***PROPERTY POLICY***

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According to legislation on property matters, the Sacred Heart Girls' College Board of Trustees will:

comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

**THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.**

## **ASSET REPLACEMENT PROCEDURE**

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1. Purchase of single units with a value in excess of \$1,000.00 will be added to the Asset Register. These will be identified by coding the purchase to one of the long-term fixed asset accounts. Assets purchased through other accounts will be identified on the basis of value.
2. Collectives, such as laboratory glassware and classroom tables and classroom chairs should be included on the Asset Register as single items listed by classroom or curriculum department specifying the number in the collective.
3. Assets will be depreciated annually as follows:
  - Furniture and fittings 10%
  - Equitable lease 2%
  - Computer equipment (pre 2012) 33.3%
  - Computer equipment (2012 onwards) 20%.
  - Electronic equipment 20%
  - Exterior improvements 5%
  - Motor vehicles 20%
  - Miscellaneous 20%
  - Library Resources 12.5%

All are depreciated straight line except Library resources which is diminishing value.

4. The annual budget should aim each year to allocate a sum to capital acquisition's or renewals.
5. Estimates on value of all redundant assets should be obtained from appropriate dealers in New Plymouth. Where the written down value is in excess of \$500, the estimate must be in writing. Upon the approval of the Principal, these can then be offered to Board, staff or students to purchase at the estimated price on a first in first served basis or by way of auction. If no Board members, staff or students are interested in purchasing the items, they can be offered to dealers or auction markets.
6. Sale of any assets with a written down value in excess of \$1500 or any asset to be sold to the Principal must be approved by the Board of Trustees.
7. Sale, disposal or writing off of any asset must be ratified by the Board of Trustees, unless it has been approved in advance by the Board.
8. The value of donated items should be established in the same manner as above and if over \$1000 and of use to the school, added to the asset register. Otherwise they can be disposed of in the same manner as above and the monetary value recorded as a donation.
9. Assets must be checked against the Asset Register annually and any discrepancies accompanied by a written explanation to the Principal from the appropriate departmental head.

## ***BUILDING WARRANT OF FITNESS PROCEDURE***

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1. The original signed copy of the Building Warrant of Fitness must be publicly displayed in a place which the users of the school have ready access. (currently displayed by the alarm box in the school foyer).
2. School staff (i.e. Caretaker) must carry out inspections, arrange maintenance and report on systems and features as set out in the School Building Systems and Features manual. This is kept in the Principal's PA office.
3. Building Warrant of Fitness must be renewed each year.

## ***DAY TO DAY PROPERTY MANAGEMENT***

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The Board of Trustees will maintain the College grounds, buildings and facilities in a clean, safe, tidy and hygienic condition so that a pleasant and inviting learning environment exists for staff and students.

1. The Board of Trustees will appoint a Committee to be known as the Property, Health and Safety Committee which will report to the Board of Trustees about property matters at each monthly meeting.
2. A Board of Trustees member will be responsible for inspecting the College campus and reporting back to the Board at least twice yearly with recommendations.
3. The Board of Trustees will maintain an Asset Register of all equipment items concerned with the delivery of curriculum areas, administration, learning and teaching programmes.
4. The Committee will assess Capital Works needs, and suggest these to the Board of Trustees who will then approach the Proprietor, the Mission College New Plymouth Trust Board for action.
5. The Board of Trustees will develop a long-term Strategic Plan for property and maintenance incorporating renewing and replacing furniture, furnishings and equipment, and a regular maintenance programme.
6. The Board of Trustees will comply with Ministry of Education guidelines regarding property occupancy, including matters of health and safety.
7. Although delegations will be made to the school caretaker, the Principal will monitor these delegations to ensure all legal criteria is met.
8. The Board of Trustees will ensure, as part of the maintenance programme that there will be provision for adequately securing College property.

## ***USE OF SCHOOL PROPERTY***

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The Board of Trustees members will notify the school administration when using school facilities, e.g. photocopier, fax machine, toll calls etc.

All building hire will be approved using the attached *Appendix (1)*.

## ***VANDALISM AND DAMAGE***

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1. Vandalism and damage; any area in the school vandalised or damaged will be repaired as soon as possible.
2. People proven to have vandalised or damaged school property may be charged for repairs. This decision lies in a decision made by the Board of Trustees in consultation with the Proprietor's Board.



## **CREATIVE COMMONS INTELLECTUAL PROPERTY**

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Sacred Heart Girls' College (SHGC) wishes to encourage the open and free exchange of information, knowledge and resources; and support the collaborative production of intellectual property that is freely available to all.

The school:

1. Asserts its copyright over school employees' work created during the course of employment.
2. Applies by default a Creative Commons By Attribution License (BY) to all its teaching materials and policies and to its other work wherever possible.
3. Intellectual property in relation to other work (other than teaching materials and policies) is protected by default and may only be waived or altered as detailed in clause 4 below and with the express agreement of the Principal.
4. May make exceptions to the sharing of Intellectual Property (IP) it owns on a case by case basis with detailed reasons for limiting the free access to material; any such restrictions should be time dependent and will include consideration of applying other Creative Commons licenses to the work including Attribution-Share Alike (BY-SA), Attribution-Non-commercial (BY-NC), Attribution-Non-commercial-Share Alike (BY-NC-SA), Attribution-No Derivative Works (BY-ND) and Attribution-Non-commercial-No Derivative Works (BY-NC-ND).
5. Will transfer the copyright of created works to the original creator when a license which meets the free cultural works definition (i.e. Creative Commons By Attribution License (BY) or Creative Commons Attribution-Share Alike (BY-SA)) is applied to them.

Sacred Heart Girls' College encourages staff and students to support free and open access to Intellectual Property and also to apply the Creative Commons Attribution framework to work created in their capacity as an individual.

Sacred Heart Girls' College does not make any claim over the ownership of outputs or outcomes of students' work. These belong to the creator.

### **Definitions of Intellectual Property**

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- In this policy "intellectual property" includes the rights to all created work.
- Outputs are the products that are created by an individual or group of individuals. This may include for example artworks.
- Outcomes are the consequences or results arising from the development of, or use of IP other than products that are created from IP. Examples may include a publication such as a book, web site or, an exhibition.

### **Ownership of IP and outputs arising from intellectual activity**

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In general all IP and the outputs and outcomes arising from that IP are owned by the creator. While Sacred Heart Girls' College will derive benefits from the outcomes; there are exceptions to this, as follows:

1. Outputs and IP created by staff in the course of their employment are owned by the school unless otherwise expressly agreed by way of contractual obligations in an employment agreement.
2. Outputs and IP will be jointly owned by the school and a staff member only where such joint ownership is expressly agreed between SHGC and the staff member.

## Clarity of Licensing

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All published works should be clearly labelled using the appropriate symbol from the Creative Commons icon set.

## Disputes

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Where there is a dispute over ownership, including co-ownership of IP, and/or the commercialisation of any co-owned IP, the following process will apply:

1. In the first instance the dispute should be documented and presented to the school Principal.
2. If the dispute is still not resolved then the documentation should be presented to the Chairman of the Board of Trustees.
3. Mediation with an appropriate authority will be undertaken if the dispute cannot be resolved by the Principal and / or the Chairman of the Board.



**Mission College New Plymouth Trust Board**  
**Manawa Tapu**

C/- Sacred Heart Girls' College  
9 Pukaka Street  
PO Box 3241  
NEW PLYMOUTH  
Phone: 758 5023

**SACRED HEART GIRLS' COLLEGE**

**CONDITIONS OF USE – COLLEGE BUILDING & GROUNDS**

Sacred Heart Girls' College land and buildings are owned by our Order, the Sisters of Our Lady of the Missions and administered by the Mission College New Plymouth Trust Board. Situated immediately adjacent to the Events Centre and netball/tennis courts is the Mission Rest Home and Elizabeth House, the College hostel.

Please assist us in ensuring the safety of all users of the premises and respect the privacy of our rest home residents and their visitors and hostel boarders, by abiding by the following:

- Use designated parking spaces within the College grounds – if full please park on off-ramps on Paynters Avenue – please, do not park on the grass.
- Mission Rest Home and Elizabeth House parking areas are *private and not available* for College or sporting events.
- No traffic or parking beyond the Memorial block (as indicated by yellow lines).
- No traffic or parking on netball/tennis courts.

**Events centre – After-hours use**

Coaches/Managers will be responsible for ensuring the building is secure, and all lighting is turned off and the security system is armed on departure. Any damage to College property must be reported to College Management immediately. Vandalism/willful damage will be charged to the user.

**School hall/classrooms – After-hours use**

Organisation hiring/using will be responsible for ensuring the building/s is secure, and all lighting is turned off and the security system is armed on departure. Any damage to College property must be reported to College Management immediately. Vandalism/willful damage will be charged to the user.

**Security System & Alarm activation**

All advised in attached memo.

**Hireage Cost**

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**Mission College New Plymouth Trust Board and Board of Trustees, SHGC.**

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*To be signed by the hirer/user:*

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(Name of Organisation/individual user – please print)

Agree to abide by the above conditions of use.

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(Signature)

(Date)

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Area being used:

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Dates being used:

**To:** Performing Arts Hire  
**From:** Maree Sutton  
**Date:** Tuesday, February 07, 2012  
**Re:** **ALARMS & KEYS**

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Further to our discussions please find below instructions for use of the alarm, security and use of the performing arts area.

Please note any alarm call outs due to incorrect setting/unsetting of alarms will be charged directly to the hirer.

#### Arrival

- To disarm building please enter through main school doors and disarm the alarm. Please fill in the sign in sheet.
- Lock the main doors behind you and go around to the side door and unlock and let others in through this door only. Please ensure this door is locked during rehearsals as we don't want people to have access to walk into this area.

#### Departure

- Make sure everyone is out of the building by 10.15pm. Alarms are set to check and arm automatically so there should be no one in the buildings or the alarms will go off.
- All lights, heaters etc are turned off.
- Any furniture that has been moved, please put back to where it was.
- Let all people out of the building via the side door, lock this door after the last person leaves.
- Sign out on the sheet and check there is no one else in the building (if so then please check the area they are in and let them know you are leaving (still lock the door but don't alarm).
- Go to the alarm panel and alarm the building.
- All lights in foyer to be turned off.
- Lock main doors.
- Check side door to make sure it is locked.

#### **To disarm when entering any Block**

**Key in your 4 digit Code**

**Press Off key**

#### **To arm when leaving any Block**

**Key in your 4 digit Code**

**Press On key (#) and leave within 60 seconds**

**IF ALARM IS ACTIVATED : PLEASE TURN IT OFF USING THE DISARM PROCESS AND CALL CLUBB IMMEDIATELY AND GIVE YOUR CODE AND TELL THEM IT IS A FALSE ALARM.**

**CHUBB NUMBER 0800 804 445**

**That's it – no  
other numbers  
just your 4 digit  
code and press  
on or off**