



SECTION 4

FINANCE

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The Board of Trustees is required to allocate funds to reflect the School's Charter priorities; to monitor and control school expenditure. It is responsible under the Public Finance Act to operate its fiscal activities in a prescribed manner.

In managing school finances the Board of Trustees will:

1. Ensure accountability for the control of school finances.
2. Report to all interested parties and present accounts for audit
3. Ensure efficient use of funds.
4. Each year prepare a budget based on the aims of the development plan and to present the budget to the full Board for approval.
5. A committee of the Board will oversee the school's financial management and report accordingly to the full board as required in the committee's terms of reference.
6. The school will establish clear guidelines, including delegations and accountabilities, for the efficient management of each section of the budget.
7. The principal is responsible for the day to day management of the school. This includes budget management within the requirements of this policy.
8. Appropriate financial management procedures and practices are followed in line with Public Sector Finance requirements and guidelines set out by the Ministry of Education.
9. Accounts for payment summaries will be presented at each monthly Board meeting and a statement of financial position will accompany this.
10. At the Board's Annual meeting a full report on the school's financial position will be presented.
11. All accounts held within the school will be monitored.
12. Each financial year a set of accounts will be prepared in a timely and appropriate fashion, including Statement of Service Performance.
13. An auditor will be appointed for the school.

DATE CONFIRMED: 2018

Family contributions are an important source of income and are used to provide enhanced or improved facilities and resources for the school and its students. It is important to recognise that education in New Zealand is provided free of charge and as such families may only be asked for donations and not required to pay fees.

The Board in its guidelines provides procedures for setting annual donations which are reasonable and affordable for the parent body. There is no requirement for families to give voluntary donations to the school and in its request for contribution the school will outline the voluntary nature of the donation. Where course fees are legitimately to be charged, parents will be notified of such charges prior to the charge being made and detail the purpose of the charges.

1. The suggested family contribution will be set and reviewed annually by the Board of Trustees.
2. This suggested amount will be published in the school prospectus/newsletters.
3. Although the family contribution is not compulsory all parents/caregivers will be encouraged to support the school and its students in this manner.
4. Parents will be invoiced for the donation on the basis of agreed amounts with the voluntary nature of the contribution clearly outlined.
5. Charges for consumable items, legitimately set will be invoiced with details of the nature of the charge.
6. The school community will be informed annually of how the family contribution is used

DATE CONFIRMED: 2018

It is a common aspect of New Zealand schools that it enrolls students who are not entitled to free access to education in this country. Some form of fees structure is required when enrolling such student

This board in managing foreign fee paying students will:

1. ensure that the enrolment of foreign fee paying students (FFPS) is controlled and consistent with the overall enrolment policy of the school
2. ensure that FFPS obtain the same quality of education as do full time New Zealand students
3. ensure that related administration is efficient and maintains the safety of students and the integrity of programme delivery for which they are enrolled.

1. The principal is responsible for the enrolment of all FFPS. Relevant forms and procedures will be developed.
2. The BOT annually sets the fees for FFPS.
3. FFPS are to have reasonable proficiency in English.
4. FFPS have full access to school programmes, sporting and cultural opportunities and to all guidance facilities and programmes.
5. An instalment and deposit structure will be developed.
6. If a FFPS gains permanent residence then any refund of fees will be at the discretion of the principal as will the rate if such a refund is permitted.
7. In managing its foreign fee paying students, full implementation of the Code of Practice will be honoured especially as it relates to pastoral support, safety and provision of language assistance.

DATE CONFIRMED: 2018

FINANCIAL INTERESTS OF SCHOOL TRUSTEES

No S4-404

The Education Standards Act 2001 transferred the responsibility for regulating the financial interests of school trustees in contracts over \$50,000, to the Ministry of Education.

DEFINITION OF INTEREST

(1) Financial Interests in contracts greater than \$50,000

As defined in the above Act a trustee is "concerned or interested" in a contract where:

- The trustee is personally a party to the contract or
- If the contract is between the board and a company and the trustee owns 10% of the shares in that company or,
- The trustee is the managing director or general manager of the company.

(2) Other Financial Interests

A trustee has a '*pecuniary interest*' where they stand to benefit from the actions of the board, regardless of the nature or the dollar value of the board's actions.

Trustees have an '*indirect interest*' when their spouse/partner or children, their whanau, or their close friends and relatives stand to benefit from the actions of the board.

GUIDELINES

(1) Contracts greater than \$50,000

The following conditions will apply for any school trustee or committee member interested in any contracts with the board.

- The board must seek prior approval of the Secretary for Education.
- The application must set out the following reasons:
 - Why did the board wish to enter into the contract?
 - Why has the trustee been selected as the prospective contractor?
 - What decision making processes the board has followed?
- The board should include a copy of all minutes relating to the contract decision.
- In certain circumstances the board may conditionally enter into the contract subject to obtaining the Secretary's approval.
- The following guidelines as set out in Appendix A will be used in applying to the Secretary for Education.
- Applications to be sent to Senior Financial Advisor, MOE, Wellington.

(2) Other Financial Interests

The following guidelines define a broad application of the term Pecuniary Interest.

- Any trustee who has a pecuniary interest in any matter must be excluded from any meeting of the board while the board discusses, considers anything relating to, or decides the matter.
- When and if the situation arises the affected board member will therefore be excluded from the board meetings under Clause 8(8) of the 6th Schedule of the Education Act 1989.
- Boards may also wish to establish a register that records the details of all declared interests.
- Alternatively the board may wish to document these through meeting minutes.

DATE CONFIRMED: 2018

FUNDRAISING

No S4-405

The enhancement of school facilities may from time to time require additional fundraising activities. Extra funds may be needed for a host of reasons. All such activities must be conducted within the school's financial and management protocols.

The school requires that:

1. All fundraising activities are appropriately controlled.
2. All financial activities comply with standard financial management procedures of the school.
3. Appropriate procedures are followed to obtain authority to carry out fundraising on the school's behalf and that practices in fundraising meet set expectations.
4. All funds raised on behalf of students, for school approved activities or for the purchase of materials becomes the property of the school and subject to school financial management processes.
4. All fundraising activities must have the principal's prior approval.
5. The number and type of fundraising activities must be limited according to the principal's directions.
6. Any student involved in fundraising within the community during school time must be in school uniform and carry the appropriate authorization.
7. Sponsorship is considered as fundraising and must have the approval of the Board.
8. Sponsorship of sports teams must meet the requirements of local school sports organization by-laws (if applicable).
9. Management of all funds raised must meet general school procedures on financial management and accounting.

DATE CONFIRMED: 2018

SENSITIVE EXPENDITURE

No S4-406

Every public entity spends public money and all such spending must meet standards of probity that will enable it to withstand public scrutiny.

All public entities incur expenditure, including sensitive expenditure, to help them achieve their objectives. The public expects that decisions to commit to, and make payments for, goods and services should be subject to proper authorization and controls.

'Sensitive Expenditure' is expenditure by a public entity that could be seen as giving some private benefit to an individual staff member that is additional to the business benefit to the entity of the expenditure.

This policy covers all aspects of sensitive expenditure in the following areas:

- Travel expenses
- Accommodation expenses
- Hospitality and entertainment
- Purchases of gifts
- The provision of meals and refreshments
- Use of cell phones

It is the school's policy that all expenditure receives the appropriate approvals prior to costs being incurred. Such approvals must be sought using the appropriate format. All approvals of expenditure in these areas must be given by the Principal. In the case of Principal expenditure the school's finance committee will approve such expenditure as falls outside the scope of the Principal's expenses budget.

All expenditure in this category must be for legitimate school business and approval must be obtained prior to incurring expenditure.

1. Expenditure may only be incurred within an individual's budgeting authority.
2. Approval must be given by a person senior to the person who might be perceived to benefit from the sensitive expenditure.
3. The Accounts clerk will report on sensitive expenditure as part of the monthly reporting process.
4. Claims relating to sensitive expenditure must be made on the appropriate claims form accompanied by supporting documentation.
5. Credit card usage for sensitive expenditure must follow the same guidelines.
6. It may be necessary from time to time to provide cash advances for certain types of expenditure. Expenditure of the cash advance must be properly documented and accounted for. eg food purchases for marae stays while on class, sports or cultural trips.
7. Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time urgency and personal health, security and safety considerations.
8. Air travel by staff on approved business is to be at economy rates unless otherwise approved by the Board. International travel is to have prior written approval, and applications must have a full breakdown of costs.
9. No funding for travel will be approved for family members or spouses who must meet the costs of their own travel unless the Board approves otherwise.
10. Reasonable meals and accommodation expenses will be met but staff travelling on school business must establish approved limits. Mini-bar expenses will not be reimbursed.
11. Should a staff member stay with a friend or relative rather than a commercial location, hosts may be reimbursed on prior approval of an upper limit. (\$50.00 per individual)
12. Reimbursement for use of motor vehicles will follow normal public sector schedules applied to the school.
13. Entertainment and hospitality must be funded from approved budgets and have pre-approval with clear, appropriate limits on quantities of goods purchased and use of alcohol. This must be substantiated by appropriate documentation and receipts.
14. Any contribution to the cost of farewells and retirements is to be appropriate to the occasion and requires the approval of the Principal and be funded from the Principal's discretionary budget.
15. Applications for sponsorship of staff may be made should they have a justified school purpose and the cost moderate and conservative.
16. Where the school funds the use of cell phones or internet access, the principles of a clear business purpose and moderate, conservative expenditure must be applied. Personal usage of cell phones where phones are issued should be reimbursed to the school.
17. Gifts for service to staff or to other organizations are legitimate but must have the Principal's approval.

DATE CONFIRMED: 2018

The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

The Board wishes to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

- 1) As preventative measures against theft and fraud the Board requires the Principal to ensure that:
 - a) The School's physical resources are kept secure and accounted for.
 - b) The school's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 42(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d) All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.
- 2) In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b) So far as it is possible and within 24 hours:
 - i) Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii) Request a *written statement* from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - iii) Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
 - iv) Inform the Board Chairperson of the information received and consult with them as appropriate.
 - v) Inform School Trustees association and school Insurers.
 - c) On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a *prima facie* case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
 - d) The Principal shall then carry out the following procedures:
 - i) Investigate the matter further in terms of procedures as set out in sub-paragraph (d):

- ii) If a *prima facie* case is thought to exist to continue with their investigation;
 - iii) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - iv) Lay a complaint with the New Zealand Police;
 - v) If necessary, commission an independent expert investigation;
 - vi) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii) Seek legal advice; or
 - viii) Inform the Manager, National Operations, Ministry of Education local office.
- e) Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f) If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
- i) Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii) Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - iv) Advise the person in writing of the processes to be involved from this point on.
- 3) The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
- 4) The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
- 5) Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate, after taking expert advice.

Allegations Concerning the Principal or a Trustee

- 6) Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of guideline 2 of this Policy.
- 7) Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the School Trustees Association the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of guideline 2 of this Policy.

DATE CONFIRMED: 2018

AUDIT COMMITTEE will consist of a Board member (the Convener), the Principal and Finance Clerk.

- Set and monitor annual school budget
- Monitor financial management procedures.
- Monitor liaison with school accountant, auditor, bank and finance administrator
- Monitor spending on the general curriculum budget and all other budget areas.
- Liaise with other Board of Trustees Committees
- Make recommendations on financial matters to Board of Trustees
- Adhere to all policies relating to financial management
 - finance
 - depreciation and sale of assets
 - fundraising
 - targeted funding
 - discretionary pool

DATE CONFIRMED: 2018

FINANCIAL ADMINISTRATION AND PHYSICAL RESOURCES NO S4-409

1. Within the limits determined by government and other funding adequate, appropriate and accessible resources will be provided for supporting students to achieve the required standards.

1. To ensure that the school's resources are used in a fair, open and responsible way - the prime purpose of these resources is to provide good curriculum delivery.

1. An annual budget is prepared by the Principal in consultation.
2. The resource needs of any proposed course of study or unit standard will be considered when the budget is being drafted, on recommendation from the Principal.
3. An adequate level of administrative staffing support will be provided on recommendation from the Principal.
4. A proposed course of study will not be approved unless adequate resources are available for the duration of the course.

DATE CONFIRMED: 2018

ANNUAL BUDGETING PREPARATION

NO S4-410

Key points to consider when preparing a budget for the school:

- 1 The budget has to be linked to the school charter.
- 2 The process of budgeting requires setting priorities for educational objectives.
- 3 It is essential that the budget is tied to the strategic and annual plan.
- 4 A clear process for development and approval of the budget should be documented.

Procedures

- *First draft* - to be prepared using the Operational Grant Entitlement Notice - Initial Calculation - usually available to schools in October. Known expenditure to be offset against income. Support staff wages to be included from the wage calculation sheet. First draft should also include budgeted and actual figures from the previous year to show comparisons.
- *Second draft* - budget amounts to be allocated to the relevant areas taking into consideration the previous year's budget. Any adjustments are then made.
- *Final draft* - finance committee to approve final draft ready to be presented to the Board.

The Finance committee will present the final budget to the Board of Trustees meeting for approval.

DATE CONFIRMED: 2018

EQUITY FUNDING

NO S4-411

- There are many significant barriers to learning for our students attributable to poverty.
- Our school community is recognised as Decile 1 on the government's socio-economic index - severe disadvantage.
- Equity funding helps provide practical support for students disadvantaged in their education.

Procedure

1. Equity funding will be administered by the Principal.

1. Equity funds will be used to help subsidise such things as:
 - school activities - sporting, cultural, social or academic
 - emergency situations
3. Applications can be initiated by any teacher on behalf of a student or group of students.
4. All applications will be considered.
5. The process will be fair, open and accountable. A report of the year's equity spending will be provided.

DATE CONFIRMED: 2018

TE REO MAORI PUTEA

NO S4-412

This fund is to be used to enhance, promote and retain Te Reo and Tikanga Maori and is to be used to the best advantage of all Te Reo Maori students Yrs. 1 - 13 within our school.

Learning and development in the understanding of Tikanga Maori and Te Reo Maori is to be ongoing. Te Reo Maori me ona tikanga will be taught to all students from Yr. 1 - Yr. 10. Students Year 11 + have the right to Te Reo Maori tuition.

Te Reo Maori will receive funding from the curriculum fund and staff resources on the same basis as other subjects. The Maori Factor Putea is in addition to these.

The Principal will be responsible for administration of funds and will be accountable to the Board **of Trustees for auditing purposes.**

DATE CONFIRMED: 2018

BOARD OF TRUSTEES EXPENSES

NO S4-413

See Pt 2-Governance policies No 7

That the Board of Trustees members be reimbursed for the following costs:

- Travel incurred as part of their Board of Trustees duties. The rates of payment for this travel will realistically reflect the financial resources of the school; payment will be made as long as the allocated budget lasts.
- Reimbursement for tolls made on Board business - claim to include proof of expense.
- Any other cost directly relating to Board business that the Trustee has incurred.

Board of Trustees - Purchase of Gifts:

On occasion the Board of Trustees may wish to purchase gifts for staff or trustees. The value should not exceed \$70.00

Responsibility for claiming expenses rests with each trustee.

- Claim forms are available from the school office and must be authorised by the Finance Convenor and countersigned by the Chairperson of the Board.
- Payment of meeting fees is made for ordinary monthly meetings and working committee meetings-gross rate of \$55 per trustee and \$75 for the chairperson.
- Meeting fees may be paid monthly.
- Travel will be reimbursed at a rate of 62c per km tied into the benchmark of Area School's contract.
- Major travel expenses e.g. conferences, must have prior board approval.
- Other reasonable expenses incurred may be reimbursed; these should be accompanied by a receipt.
- Responsibility for monitoring this budget rests with the Board of Trustees Finance Committee.

DATE CONFIRMED: 2018

- To provide and maintain an Asset Register in the school for historical record, insurance purposes and replacement purposes.
- The principal may delegate responsibility for the upkeep of the asset register which must be kept current
- The criteria for items to be included in the asset register are:
 - (a) Any item costing more than \$250
 - (b) A set of items which together total more than \$250
 - (c) Any item, which by its nature is attractive, e.g. radios, cassette players, power tools etc.
- Fully depreciated items will remain in the asset register until disposed of.
- A physical check of assets will be undertaken annually by a person other than that responsible for the upkeep of the register. A record of the physical check will be kept with the register.

ASSET PROCEDURE

The Principal shall be responsible for drawing up and maintaining an asset register -

In preparing the asset register the following guidelines shall be observed.

- Assets are to be categorised to match the school's accounting software system - Kamar
- Purchase/acquisition date is to be recorded
- Disposals and write offs are to be recorded
- Assets are to be recorded at cost or fair valuation if donated.

Library contents will be treated according to the procedures outlined in the *Ministry of Education School Accounting and Reporting Requirements November 1995*.

The following rates of depreciation will apply based on their estimated useful life on an equal instalment basis (straight line depreciation)

Furniture & Fittings	3-15 years
Office/Administration equipment	5-15 years
Plant & Equipment	5-18 years
Computer & Audio Visual Equipment	3-10 years
Recreation & Physical Education Equipment	6 months-15 years
Buildings	18-40 years
Library Books	8 years

DATE CONFIRMED: 2018

The Principal shall be responsible for establishing guidelines for the replacement of assets. Those guidelines require the approval of the Board.

The guidelines will include -

The indicated useful life of the asset

Curriculum priorities

Budget constraint

As part of the annual budget cycle the Principal will list those assets recommended for replacement in the coming year, together with a schedule of estimated replacement costs.

1. Those assets which are owned by the Board of Trustees that may need to be replaced.
2. Redundant goods, books, equipment, limit the learning process by occupying space, time and energy which should be put into learning.
(Some equipment costs more to maintain than replace.)
2. Educational goals change and equipment no longer being used should be sold to update or purchase items which do meet current goals.

Procedures

1. Redundant items will be identified by staff and/or Board of Trustees
2. Such items will be voted as redundant.
3. The list of items will then be passed to the Property Advisory Group for their recommendation to the Board of Trustees
 - (a) sale
 - (b) tender or
 - (c) that the school keeps the item
 - (d) disposal
4. That the decision of the Board of Trustees will then be implemented with the funds returning to the most nominated account.
5. An update of disposal to be recorded on the asset register for auditing purposes.

DATE CONFIRMED: 2018

STATEMENT

This should be read with the Finance Management Policy and the Statement on Sale of School Assets

- To provide a record and value of fixed assets owned by the school
- To meet public sector reporting requirements including provision for depreciation
- To provide for control of fixed assets

The useful life expectancy for items to be included in the asset register are:-

(a)	Wooden furniture	10 years
(b)	Computer furniture	10 years
(c)	Metal furniture	15 years
(d)	Chairs	5 years
(e)	Office equipment	5 years
(f)	Electrical appliances (e.g. fans, heaters, Calculators)	5 years
(g)	Whiteware	10 years

- Depreciation will be by straight line methods with no residual value being taken into account
- Fully depreciated items will remain in the asset register until disposed of.

DATE CONFIRMED: 2018

Broadwood Area School Te Kura Takiwa o Manganuiowae shall maintain the following policies.

Crombie Lockwood (Auckland) Ltd Incorporated - Insurance Brokers

SCHOOL LIABILITY INSURANCE

Covering the following;

1. Public Liability
2. Bodily Injury/Employers Liability
3. Professional Indemnity
4. Fidelity
5. Employment dispute
6. Statutory Defence
7. Legal Expenses
- 8.

Amounts as defined in the current insurance schedule -

SCHOOL INCREASED COST OF WORKING COVER

This cover is for any additional costs the school incurs after a fire resulting from -

1. Hire of equipment pending replacement
2. The costs of additional staff required
3. The cost of preparing a claim under the policy

SCHOOL ASSETS REPLACEMENT INSURANCE

Sum Insured: All school contents.

Replacement: Value for any one claim.

1. The policy cover is for FULL REPLACEMENT VALUE.
2. An excess applies.

TEACHERS CRIMINAL DEFENCE LEGAL COSTS

Criminal Defence costs for teachers defending and investigating criminal allegations, charges and prosecutions.

All insurance policies will be reviewed as they fall due - this will be the responsibility of the Audit Committee.

DATE CONFIRMED: 2018

VISA CARD

NO S4-418

A visa card facility may be made available for the purchase of goods and services that require immediate payment such as airfares, accommodation etc., where a discount has been offered for prompt payment, or where it has been deemed the preferred method of payment.

It may also be used for the purchase of goods and services.

- The card is to be set up as a BNZ Business Visa Card
- The Principal is to be responsible for the use of this card
- Order Nos. are required for each purchase from the Principal's order book
- The maximum available credit of the card will be \$7,000.
- The schools current account will be debited at the end of each month to the value of the visa cards expenditure
- Visa card expenditure will then be debited to the specified budget areas
- The card must be used for school related expenditure only.

DATE CONFIRMED: 2018

PURCHASING OF GOODS AND SERVICES

NO S4-419

The Audit committee is responsible for monitoring of goods and services purchased by the school. Budget Convenors-Associated Principals, Office Manager have been assigned to allocate and monitor expenditure within their syndicate areas. The Audit committee has put into place procedures for ordering goods and services and these must be adhered to at all times.

PROCEDURES - ORDERING

OFFICIAL SCHOOL ORDER BOOKS MUST BE USED.

- Order books are held in the Main Office.
- Teaching Resource order books are held by the senior leader of each syndicate
- An order must be written out for all goods and services made.
- When ordering by telephone, quote the order number to the supplier.
- The order **must** be signed by the budget convenor responsible
- All goods **must** be checked off when they arrive and all resources accessioned
- Invoices are then signed by the person making the order and passed on to the accounts administrator for processing.
- ALL orders must be countersigned by the Principal.

DATE CONFIRMED: 2018



PROPERTY.

Property committee	S4-P401
Property	S4-P402
Property management	S4-P403
10 Year maintenance plan	S4-P404
Building compliance	S4-P405
Drinking water	S4-P406
Gymnasium usage	S4-P407
Junior playground	S4-P408
Maintenance contractors	S4-P409
School keys	S4- P410
Security	S4-P411
Swimming Pool	S4-P412
Vans	S4-P413
Van cleaning	S4-P414
Procedure for use of school vans	S4-P415
Wastewater treatment	S4-P416
School facilities after hours	S4-P417
Use of school equipment	S4-P418
School houses	S4-P419
School Dental service	S4-P420
Marae Complex	S4-P421

PROPERTY COMMITTEE will consist of a board member (including the Convener), the Principal and the Caretaker.

RESPONSIBILITIES

- Ensure upkeep and safety of all school property.
- Overview of development of the school environment.
- Consider physical resource needs of all courses in the school when determining spending priorities.
- Liaise with contractors, caretaker and cleaners.
- Make applications for finance for school property maintenance and development projects.
- Liaise with other Board of Trustees committees.
- Make recommendations on property matters to the Board of Trustees.
- Annually update the 10yr maintenance programme to meet schools physical requirements within the funding available.
- Allow for the provision of cyclical maintenance
- Adhere to all policies relating to property management.
 - property management
 - health and safety
 - van usage
 - school equipment
 - use of school facilities after hours
 - swimming pool
 - school assets
 - borrowing of school equipment

DATE CONFIRMED: 2018

1. A well-designed, attractive and safe environment in the school is an important factor in the educational achievement of our students.
1. Well-managed and maintained facilities enhance the image of our school, and encourage pride in our students, teachers and community.
1. There are many demands on the school's limited government funding, one of which is for property maintenance and development.

Procedures

1. Property management decisions are the responsibility of the Property Committee, made up of 1 trustee, the principal and the caretaker.
Property Administrator.
 1. Day-to-day property matters are the responsibility of the principal and caretaker, working in support of and in consultation with the Property Committee.
 1. The property budgets are the responsibility of the Principal who may delegate areas of spending to certain personnel.
 1. Support for property development and maintenance will be sought from external sources, to complement the basic government funding.
 1. Health and safety concerns will be paramount in property decision-making.
 1. The Property Committee will meet at least once a term, (more frequently if required), and report their recommendations to the following regular Board meeting.
 2. A long-term property plan has been drawn up by the Property Committee in line with school goals and will be reviewed annually in conjunction with Policy on Property Review.
-
- * The Property Committee will develop a long-term maintenance programme, and systems for renewing and replacing furniture, furnishings, equipment and minor maintenance.
 - * That the Budget includes the finance required for this programme and these systems.
 - * Leaders of the Technology Block, Science, and Physical Education Faculties have responsibility for the safety of the machinery or equipment in their areas.
 - * Teachers using these areas are responsible for effective organization which involves clear instruction, continual supervision and alertness to dangerous practices.
 - * No unsupervised student is to be in these areas without written approval given by the Principal and the Teacher in Charge of that area.
 - * Emergency evacuation drills are to take place termly.
 - * An accident register book is to be kept in the main office and duty staff or - teachers are to record any accident or sickness occurring to students during the school day or a school activity.

DATE CONFIRMED: 2018

In accordance with National Administration Guideline 4, and other sources quoted in Section 6 of the Handbook for Schools (ERO 1996), this school has a commitment to meeting the legislative and regulatory obligations on asset management to

- implement a programme of asset maintenance to ensure that the school is a safe and healthy learning environment
- meet the requirements of the Property Occupancy Agreement
- prepare and practice evacuation plans
- meet Civil Defence requirements
- meet Occupational Safety and Health requirements for on-site work

STATEMENTS/PROCEDURES

The responsibility of all procedures will be delegated to the principal unless otherwise stated.

Ten year property maintenance plan

- (a) Asset register
- (b) Renewal and replacement of assets
- (c) Provision of appropriate insurances
- (d) Vans
- (e) Swimming Pool
- (f) Borrowing of School equipment
- (g) Use of School Facilities after hours.
- (h) Classes using gymnasium
- (i) School keys
- (j) Use of Manganuiowae Marae
- (k) Water supply

DATE CONFIRMED: 2018

TEN YEAR PROPERTY MAINTENANCE PLAN

S4-P404

The Property Convenor/committee will be responsible for the ten year property maintenance plan.

In preparing the plan the following matters will be addressed

- The general maintenance of all buildings, plant and equipment, furnishings, grounds and surrounds
- Health and safety requirements
- The replacement of buildings, plant and equipment, furniture and fittings
- The need for capital works
- The projected 5yr property programme summary sheet
-

The plan will establish maintenance priorities as set out in the cyclical maintenance sheet.

Each year the portfolio holder will detail the programme for the next twelve months and the projected costs, as part of the annual plan process.

At the end of each financial year the portfolio holder will prepare a report detailing the work undertaken and associated spending.

A copy of the 10 year maintenance plan will be kept in the property files.

DATE CONFIRMED: 2018

To comply with Ministry of Education directives this system is currently used in the school.

Monitoring Personnel

- **School Caretaker** - monthly inspections are carried out. Checks include (monthly) - manual fire alarm, emergency lighting, illuminated signs, means of escape, fire hose reels, (3 monthly) swimming pool barrier, saw dust extraction unit, (6 monthly) access for people with disabilities, fume cupboard. Inspection card to be forwarded to Argest Technical Services. All checks to be recorded by caretaker in School Building systems and features manual, on Ministry of Education School Staff Inspection sheets.
- Argest Technical Services Ltd - Building WOF
- Wormald - Whangarei, Fire inspection
- Marine & Industrial Safety - Dust Extractor Tech Block, Air conditioner main office, Fume Cupboard in Science Laboratory

Reference

School Building systems and Features Manual - filed in Main Administration Office

DATE CONFIRMED: 2018

The school's drinking water supply is fully filtered and complies with Northland Health Board's recommendations and Ministry of Education requirements.

Plant & Equipment - Steriflo Model 1000S ultraviolet disinfection unit and filters - installed May 1999.

THOSE RESPONSIBLE - Principal, Caretaker

CONTACT ADVICE - Supplier - McQuinn Pumps, 148 Lower Dent Street, Whangarei - Ph (09) 4389103. Service - Apex Plumbers, Kaitaia.

School Water Treatment System Maintenance Recommendations

1/Coarse filtration using a cleanable pleated 20 micron cartridge (for general suspended solids removal).

2/Fine filtration using a non-cleanable polyester pleated 1 micron cartridge (for Giardia/Cryptosporidium removal).

3/Ultraviolet disinfection for removal of coliform count.

Ongoing maintenance and replacement is very important to maintain the integrity and effectiveness of the system, and we recommend as follows

Monthly

Caretaker responsibilities - Water samples sent to Impact Services Ltd, Kaikohe, for Bacteria Analysis test reports. Results are filed in the back of the School Warrant of Fitness book in office. If necessary re-tests to be actioned by the caretaker. If further testing is required the Board of Trustees need to be notified.

Every 3 months

1/Coarse Filter Remove and clean cartridge with running water (under tap or by hose). Sanitise cartridge with bleach (Chlorine solution at 20mg/litre strength) or STERITANKHP in a bucket of water for 15 minutes before re-installing. Also clean and sanitise inside of filter housing.

Annually

After several cleanings the cartridge needs to be replaced and typically this would be once per year.

2/Fine Filter - Normally this is not washable and reusable however rinsing under a tap and sanitising as above should still be done. Changing of the cartridge is required when blocked.

3/Steriflo U.V. Unit Change the lamp - (this has a 9000hrs life so if run continuously this equates to 1 year).

Remove and clean the quartz sleeve and replace the quartz sleeve o'rings. Care must be taken when handling the sleeve and resealing with o' rings. Always pressure test before installing the new lamp to make sure there are no leaks.

DATE CONFIRMED: 2018

USE OF GYMNASIUM

S4-P407

PROCEDURES FOR CLASSES USING THE GYMNASIUM

Students are expected to:

- (1) Be dressed appropriately for physical activity (shorts and a T Shirt or singlet).
- (2) Participate fully in classes unless they have a medical certificate or signed note from home.
- (3) Respect other students of all abilities in their class.
- (4) Treat gymnasium with care. Deliberate vandalism will not be tolerated; students will pay for breakages.

Gear - Procedures for students and teachers

Gear will be allocated to students by a teacher.

At the end of a class all gear is to be returned to its respective place within the equipment cupboard.

Breakages of equipment - deliberate or accidental should be reported to the Teacher in charge

Monitoring of gear/inventories/regularity of review

- ❖ Copies of a current inventory should be held by
 - The Teacher with the Sports management unit.
 - The Sports Coordinator
 - A copy posted in the equipment cupboard.
- ❖ Full inventory check (updates) should be made at the conclusion of each year.
- ❖ Sports uniforms are stored safely. These may be accessed by contacting the Sports manager, and are available at his/her discretion on a sign out basis.
- ❖ The Sports Co-ordinator and the Sports Manager are jointly responsible that the inventory takes place.

Keys for Gym Facilities

- ❖ Teachers wishing their students to use the gym, must personally collect keys from Sports coordinator or Main office
- ❖ P.E. Staff will not lend their keys to students.

- ❖ Outside users of the gym (out of school hours) must make arrangements through the Principal./Office Manager

Gym: conditions of use during interval, lunch, after school. Ramifications of abuse

- ❖ Use of Gym equipment out of specified P.E. time is a PRIVILEGE.
- ❖ Interval and lunchtime gear will be allocated at the Sports manager/ Sportfit Coordinator's discretion.
- ❖ Borrowed gear must be returned to the gym at the conclusion of interval and lunchtimes. It is not to be taken to classrooms.
- ❖ School equipment is not available for after school use unless approved by Sports manager/ Sport fit Coordinator. Teachers must ensure equipment is not abused.
- ❖ Any breakages - deliberate or accidental should be reported to the Sports Manager.
- ❖ All breakages after school hours - accidental or otherwise will be billed

DATE CONFIRMED: 2018

JUNIOR PLAYGROUND EQUIPMENT S4- P408

Safety - covered by Playground Centres Safety Management system. An annual safety audit of the playground is carried out by the caretaker.

DATE CONFIRMED: 2018

Tenders are invited from Building Contractors, Plumbing Contractors and Electrical Contractors for emergency and maintenance work at Broadwood Area School Te Kura Takiwa o Manganuiowae - biennially .

Tender prices should include:

- a. Hourly charge rate
- b. mileage charge per call
- c. Minimum charge per call
- d. Any other relevant information

TERMS OF CONTRACT

- a. Same day service for emergency repairs
- b. For non-urgent work a quote will be required to be accepted before commencement of work
- c. All work carried out must meet NZ Standard Specifications, Local Body Regulations or Ministry regulations as applicable.
- d. The successful bidders in each area will need to familiarise themselves with the school's existing installations and advise on a proposed maintenance programme annually as requested.

Current Contractors

Building - Contracted for specific needs.

Plumbing - Apex Plumbers - Kaitaia

Electrical - P Covich Electrical -Kaitaia

DATE CONFIRMED: 2018

Responsibility - caretaker and Office manager in liaison with the principal.

A Individual Keys

1. Each staff member will be provided with keys for -
 - School front door
 - Regularly used working spaces, including offices if applicable
 - Other areas of responsibility eg AV store for convener, gym for Sports Manager,
2. A list of these keys issued will be kept by those responsible, and arrangements made for any duplication of keys.
3. Cost of replacement of lost individual keys will be at the staff member's expense.
4. As staff responsibilities change and different keys are required, these will be issued accordingly. Any keys no longer required should be returned.
5. All keys must be returned to the Office Manager when a staff member leaves.

B. General Keys

1. Single keys for commonly-used areas of the school are kept in the main office. These are available for staff use during the day, and should be returned immediately after use. They have named tags attached - They are to be signed out by staff - in the diary provided.
2. Blue labelled keys are located in the main office. These keys will be available from the office staff in an emergency only.

DATE CONFIRMED: 2018

SECURITY SYSTEM

S4-P411

STATEMENT

Installation date - May 1997

Consultant - Trevor Tozer (MOE referral) Contractor - Activ Security (Whangarei)

Service Contractor - Act Security - Mr Bruce Aitken As built drawings - held by MOE, Whangarei for security reasons November 1997

2018 installation of new security cameras and monitoring programme:
Kere Tatana

Monitoring Contractor - Alarm Control (NZ) Ltd, Auckland.

List of security phone numbers are updated on a regular basis and kept in the Property Administrators security file.

DATE CONFIRMED: 2018

SWIMMING POOL

S4-P412

- To encourage full use of the pool, both in the development of swimming skills, and for recreation.
- To ensure that safety is paramount. All users must adhere to the pool rules.
- Outside our school requirements the pool will be available for community use, or use by other schools.
- The Board of Trustees is responsible for its legal obligations under the Health & Safety in Employment Act 1992 and the Fencing of Swimming Pool Act 1987.
- The Board of Trustees does not accept responsibility for any injuries occurring outside of school hours.
- Water testing to be carried out as required.
- Pool operators hold required qualifications for water testing, and that professional development be made available to these personnel so that these qualifications can be obtained.

SWIMMING POOL PROCEDURES

1. Any problems are to be reported to the school caretaker, school office or Board of Trustees. (Holidays - when the caretaker is on holiday a school pool custodian may be appointed and the name published in our school newsletter).
2. Pool hire fees, custodian payments and duties are to be reviewed annually with the Board of Trustees.
3. Any group or person who deliberately breaches pool rules may be denied use of the pool.
4. Hours may be extended by arrangement with the Board of Trustees.
5. The pool gate will be kept securely closed at all times and locked when not in use.

6. All chemicals to be stored in a locked room away from the pool and changing rooms.
7. All equipment to be put away when not in use.
1. A season key is available for hire - see Use of Swimming Pool Agreement
2. The casual use of the pool by non-key holders will be charged at \$1.00 per swimmer, per day. Payment can be placed in the honesty pole.

POOL RULES

1. Swimming 6am - 9pm only
2. Children 15 years and under must be accompanied by a responsible adult.
3. Swimming attire - Togs
4. No diving in the shallow end
5. Pool complex must be locked after use.
7. No dogs
8. No bombing
9. No unauthorised swimming

DATE CONFIRMED: 2018

USE OF SWIMMING POOL AGREEMENT 2018/2019

Pool Key Purchase No..... Date.....

Purchasers Name.....

Address.....

Phone No.....

Season Key \$60.00 General public

Season Key \$30.00 School parents/caregivers/ staff

Receipt No

Signed

Casual swimming \$1

POOL RULES: -

1. Swimming 6am - 9 pm
2. Children 15 years and under must be accompanied by a responsible adult .
3. Togs must be worn for swimming in the pool
4. No diving in the shallow end
5. No running around in the pool area
6. Pool complex must be locked after use.
7. NO DOGS
8. NO BOMBING
9. TO ELIMINATE UNAUTHORISED SWIMMING, KEY HOLDERS MUST LOCK THE GATE DURING AND AFTER USE

HONESTY POLE

\$1 PER PERSON, PER SWIM

The Board of Trustees does not accept responsibility for any injuries occurring outside of school hours.

DATE CONFIRMED: 2018

STATEMENT

(10 passengers plus driver)

- The Property Committee of The Board of Trustees has the responsibility for the governance of the policy for the management of the vans.
- The role of overseer may be delegated to another person.
- Van usage shall be primarily in support of the teaching programmes of the school.
- That in-school student use shall have priority use to the vans.
- That Gateway students have priority rights to the Gateway van.
- Van usage shall at all times have signed authorisation by either the Principal or AP
- That user shall pay for petrol/diesel.
- The van may be used during weekends and school holidays for recognised school activities at the discretion of the Principal.
- The van budget area shall be created to address maintenance, repairs and warranting and registration costs.
- There will be NO public hire.
- That procedure of use for school vans shall be implemented.
- That the procedure for van cleaning shall be implemented.
- That the van shall be returned in the same condition (inside and out) .Failure to do this shall incur a \$20.00 fine.
- That the vans shall be valet when required. (A designated cleaner is responsible)
- Any use of alcohol or drugs by the user (driver or passenger) shall immediately disqualify the user from the privilege of using the van and may lead to legal action being taken.

BOT responsibilities

1. Current WOF.
2. Van registration.
3. Insurance.
4. In the event of a breakdown Broadwood Area school may meet the cost of repairs after consultation with Van driver. Any other related costs shall be the responsibility of the user.

DATE CONFIRMED: 2018

Either vacuum only or vacuum/wash after use.

On start - record in the service manual the date and time of service - include any comment on the condition of the van to be cleaned or damage noticed.

INTERIOR CLEAN

1. Commence by removing all rubbish.
2. Vacuum all seats and the floor area.
3. Wipe all other surfaces with soft cloth.
4. Clean front and rear windows - clean remaining windows as necessary.
5. If necessary, empty vacuum cleaner.
6. Return all gear to the main office.

IMPORTANT

Always complete vacuuming tasks before the van is washed.

EXTERIOR CLEAN

1. Ensure all windows are closed tightly.
2. Using water and detergent provided and soft wash brush- suds down vehicle, starting with the roof rinsing areas as you go to avoid detergent drying on paint work.
3. Dry off with Chamois and dry cloth for windows.
4. Pay attention to wheel housing, wheel rims and door recesses.
5. On completion rinse all gear and leave to dry.
6. Return the bucket and brush to the main office.

ON COMPLETION: Cleaning charges to be debited to the budget area concerned or alternatively charged to community users.

DATE CONFIRMED: 2018

PROCEDURE FOR THE USE OF THE SCHOOL VANS

S4-415

Booking Form. To be read and signed on date vehicle is booked

ALL bookings must be made through the school office. Priority will be given to users who book ahead of time.

Arrangements should be made with the van overseer for pickup time and keys.

Carrying capacity (the driver and 10 passengers)

Conditions of use -Driver's Responsibilities

1. Driver must be 25 years old
2. Van is driver's responsibility from the time of pickup to the return of vehicle at school
3. Driver must produce a current valid, full licence on uplifting the van
4. Van log book to be filled in at the start of the trip and again at the end of the journey.
5. Any traffic offences incurred during use are the driver's responsibility.
6. Seat belts will be used by all occupants at all times.
- 8 No food or drink to be consumed in the van.
7. No smoking, no drugs, no alcohol to be consumed or used
8. At the end of the trip the van must be washed and vacuumed-failure to do this- a \$30.00 cleaning cost will be charged.
9. Any DAMAGE must be reported.
10. Van is to be returned to the van garage. The garage must be locked.
11. The van keys must be locked inside the van glove box.
12. Garage keys to be returned to the school office.
13. Failure to meet conditions will mean that future van use will NOT be approved.

User's contribution

In school use the vans will be supplied with a full tank of petrol/diesel. The order book for petrol/diesel is kept at the school office (see the office staff). The order form shall be given to the Broadwood Store. Prior approval must be sought from the person responsible for the relevant school budget area.

Costs Diesel Vans 50km radius \$25. 100km radius \$50. 150km radius \$75. 200km radius \$100

Budget area _____
Driver _____ Valid Licence No _____
Dates _____ Destination _____
Estimated time of departure _____ Estimated time of return _____
Speedo start _____ Speedo finish _____
Signed Driver _____ Date _____
Van Supervisor _____ Date _____
Principal _____ Date _____

WASTEWATER TREATMENT DISPOSAL SYSTEM - WETLANDS S4-P416

Installation date - 93/94 year (MOE funded)
Consultant: Mr Len Parker (MOE referral)

Waste Disposal Ahipara Septic - 2018

Management System Refer to Opus International Consultants
(Auckland). Mr Phil Wemyss

Operations & Maintenance Manual Sept 97

Compliance Monitoring system - Opus International
(Whangarei)

Reports to Northland Regional Council biennially Winter-Summer

Monthly checklist monitored and recorded on the Maintenance record sheet kept in WOF manual. Biennial check by Opus - report and recommendations kept in WOF Manual situated in main office.

DATE CONFIRMED : 2018

The Board of Trustees is responsible for all school facilities after hours and seeks:

- Maximum use of these facilities for the benefit of school, pupils and the community
- Care and consideration from those using school facilities after hours.
- That a hire fee for the use of school facilities be sufficient to cover costs.
- That the Board of Trustees reserves the right to waive fees.
- That the Board of Trustees reserves the right to ask for hireage fees, together with a bond payment prior to use. This bond may be withheld should extra costs be incurred as a result of negligence on behalf of the hirer.
- After use and where appropriate the hirer is responsible for cleaning of facilities to a standard satisfactory to the caretaker.
- That all bookings, bonds and fees be recorded in the office and approved by the Office Manager in consultation with the caretaker and the Principal.
- The Marae committee will be responsible for bookings for the marae.
- Long term bookings take priority.
- The Board of Trustees reserve the right to refuse use.
- Charges are available upon request.

DATE CONFIRMED: 2018

The school has first call on all school equipment.

Some equipment may be available for use by the Community. Enquiries to be made through the school office.

Procedures

1. School Equipment Use record book is to be kept at the school office. All equipment to be signed out and back in by the borrower.
2. Authorisation may be required by the budget convenor where applicable.
3. A fee may be charged where necessary. Conditions cost of hire and bond (if required) will be determined at time of booking.
4. All equipment is to be returned in a clean working condition. In the case of the BBQ the gas bottle must be refilled after use.
5. The Budget Convenor has the right to refuse use of equipment.

Equipment available for use includes -

- Digital Camera
- TV
- Video Player
- BBQ
- Overhead Projector
- Portable whiteboard
- Photocopier
- Laminator
- Binder
- Gazebos

DATE CONFIRMED: 2018

SCHOOL HOUSES

S4- P419

The Board of Trustees is responsible for the upkeep of the school houses, to provide accommodation for teachers.

The Board has the right to rent houses to members of the public.

Procedures:

Any urgent repairs or maintenance must be reported to the caretaker or the main office or property convener as soon as possible.

The houses and grounds are to be kept in a clean and tidy condition by occupiers.

Rental and bond monies to be charged at the rate specified by the Ministry of Education.

All bond monies collected will be lodged with the Tenancy Tribunal.

The Policy Houses are residential properties.

DATE CONFIRMED: 2018

SCHOOL DENTAL SERVICE

S4-P420

The Board of Trustees is responsible for ensuring that access to the power supply (in The gymnasium) and that the drains that service the Dental Bus, are maintained, to provide a facility for the treatment of all dental requirements for children and adults in the school and community. The Board of Trustees support the promotion of Dental Health in the Community.

DATE CONFIRMED: 2018

Ko Ngapuhi, ko Te Aupouri, ko Te Rarawa nga iwi
Ko Raetea te maunga
Ko Hokianga te moana
Ko Manganuiowae te awa
Ko Te Whiringa o te muka Tangata te whare
Ko Maria te wharekai
Ko Manganuiowae te marae
Tihei mauriora

Our beautiful whare are significant and important buildings. It is here that we gather to greet manuhiri, to join for assemblies, to unite to address worries, to celebrate accomplishments and mourn for our departed ones. Our whare is used to accommodate students, whanau and manuhiri. Our whare within the marae complex have special wairua where learning and sharing can take place.

MANGANUIUOWAE MARAE.

Marae Komiti

The Komiti will consist of a Chairperson, Secretary, Treasurer, Kaumatua and other interested people.

Manage all aspects of marae use and tikanga.

Manage all marae finance, development and maintenance.

Liaise with the Principal and teaching staff on marae usage.

Represent the school at iwi and hapu hui.

Liaise with the whanau of the marae - the wider school community.

Liaise with other Board of Trustees .

Report annually to the parent body, Board of Trustees.

WHAREKAI - MARIA

In accordance with legislation on financial and property matters, the Board of Trustees is required in particular to:

Monitor expenditure and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

Comply with the negotiated conditions of any current asset management agreement and implement a maintenance programme to ensure the buildings and facilities provide a safe, healthy environment.

PROCEDURES FOR MARAE BOOKINGS

1. Prior to use - Bookings must be made through the school office or Marae Chairperson and recorded in the booklet kept in the main office.
2. The Property Administrator, Board Secretary and Marae Chairperson require prior knowledge of use.
3. Safety requirements will be met - i.e. A Fire Officer must be appointed and named by the group making the booking. The appropriate forms must be completed before use.
4. Hireage fees are anticipated from people making bookings. Arrangements for payment to be made through the school main office
5. Annual reports to the Board of Trustees to include summary of bookings.

Equipment available for use:

Mattresses	Sheets	Pillows
Chiller	Tables	Chairs
Utensils		

DATE CONFIRMED: 2018