



Hororata Primary School

Learning for our future

Resource Management Policy

Hororata Primary School allocates funds to reflect the school's priorities as outlined in the Charter.

We monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.

We 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.

In order to meet these requirements:

The Board of Trustees develop and implement:

- [Financial Management Procedures](#)
- [Fundraising/Donations Procedure](#)
- [Property Management Procedures](#)
- [School House Management Procedures](#)
- [Swimming Pool Management Procedures](#)

The Principal and Staff (*Management*) develop and implement:

- N/A

The Board of Trustees in conjunction with the principal and staff (*Management*) develop and implement:

- [Grounds & Facilities Usage Procedures](#)
- [Staff Reimbursement Procedures](#)

Through the development and implementation of sound resourcing procedures and programmes, the BOT ensures Hororata Primary School has the highest possible quality of human and physical resources.

Financial Management Procedures

Introduction

The Board of Trustees is responsible for the control of school finances. The Board will have complete discretion as to how they spend the income they receive in order to meet the obligations specified within the School Charter, Strategic Plan and Annual Operation Plan.

It follows that a school should:

- comply with National Administration Guideline 4.
- prepare an annual budget
- be regularly informed of the ongoing financial position of the school
- supervise the management of monies in the operational grant and local revenue

General Guidelines

1. It is the responsibility of the Treasurer and the Principal to prepare an annual budget of income and expenditure and present it for approval no later than the first Board of Trustee meeting of the financial year. The draft budget will have been circulated prior to the December meeting.
2. It is the responsibility of the Principal to keep the operating expenditure within the framework of the budget. Variations (greater than 10%) to budget must have prior minuted approval from the Board of Trustees.
3. The School Secretary will prepare monthly Financial Income and Expenditure Statements. It is the responsibility of the Treasurer to present these monthly financial reports on income and expenditure at the regular meetings of the Board of Trustees.
4. School Support has been employed by the Board of Trustees to provide financial services to the school including the preparation of monthly financial statements, annual accounts and GST returns. Every effort will be made to circulate the financial report by the weekend preceding the Board meeting. The report must be based on reconciled bank statements and show a comparison with budget.
5. The Treasurer, Principal and Secretary will endeavour to provide any documentation and fulfill information requests from School Support by their requested dates.
6. School Support will be responsible for the organization of documentation for the Auditor. The Principal and Secretary will cooperate with requests from the Auditor.
7. Cheque signatories will be the Principal, Chairperson and Treasurer – any two of the three. The Principal and Secretary have signing authority on the Amenities Account.
8. School accounts with suppliers may be used by staff to gain professional discounts. This is subject to all accounts being settled upon receipt of invoice (usually before the 20th of the month following). The Board of Trustees Chairperson or Treasurer can withdraw this privilege from those who do not abide by this ruling.
9. The Treasurer will provide written reports for the Board of Trustee's June and November meetings to formally update the Board of Trustees on the school's financial position.
10. It is the Treasurer's responsibility to provide a written report for the Board of Trustees Annual General Meeting in March.

Accounting Guidelines

Accounts with Suppliers

1. Purchases of supplies and services must be authorized by a written order signed by the Principal. The orders will be in triplicate – one to supplier, one to possibly attach to invoice if no order number is specified, and the third left in the book.
2. Suppliers will be asked not to supply goods without an order number and to quote the order number on all invoices. The order is to state specifically what is being purchased. It is acceptable for telephoned orders to quote the order number and ongoing services such as power and telephone will not require an order.
3. Upon receipt of suppliers' invoices, the School Secretary will attach the order and confer with the Principal regarding the expenditure code. The invoice will then be initialed verifying receipt of goods.
4. Upon receipt of suppliers' statements the School Secretary will match invoices with statements, check for correctness – previous payment etc. and show clearly the amount to be paid, the coding, Principal's authorization signature and cheque number. The accounts will be circulated to the Principal, Treasurer and Board members.
5. Arrangements can be made to obtain signatures prior to approval of the account at a Board of Trustee meeting so standard accounts with prompt payment discounts of penalties can be paid on time.
6. The School Secretary is authorized to pay monthly Telecommunication and Energy Suppliers via Internet Banking facilities.

Board of Trustees Banking and Transactions

1. The Secretary will bank all cheques. School Support's account responsibilities will include reconciling the bank accounts, data entry, preparation of monthly financial reports and GST returns.
2. Staff salaries paid from the grant is debited to the school bank account fortnightly. It is the responsibility of the Principal to ensure salary statements are correct. The Principal will initial fortnightly statements once they have been checked.

Board of Trustees Income

1. Details of the Grant payments will be circulated to the Board of Trustees.
2. The Secretary will confer with the Principal when coding income.
3. The School Secretary will prepare appropriate invoices for school activity fees and other charges and maintain records of payments received.

Goods and Services Purchased for Resale

1. The school secretary shall hold and maintain records of all goods purchased for resale either at a profit for fund raising, or, on a cost-recovery basis.
2. The school secretary issues an invoice for all major items, goods and services.
3. After the due date, an account rendered is issued for unpaid invoices. Classroom teachers are responsible for invoicing and distributing the initial allocation of stationery. Students may request an individual receipt. The secretary is responsible for the collection of funds for all goods and services, when invoiced and itemized by the classroom teachers. Cash received in this way is balanced and reconciled.
4. At the beginning of each year, the school secretary does a stock reconciliation with goods purchased and sold.

Payment of Trustees

1. Board meeting fees will be paid annually to all Board members at a rate of \$50.00 per meeting (maximum ten meetings).
2. The meeting fee for the Board Chairperson is set at \$75.00 per meeting (maximum ten meetings)

School Account

1. The computer accounts programme is to be prepared, balanced and reconciled to the bank statement on a monthly basis.
2. A report of the month's transactions, showing actual expenditure to date compared with annual budget, is presented at the monthly meeting of the Board of Trustees
3. Deposits and payments to and from the amenities account do not form part of the budget.
4. All amenities account activities must be operated on a break-even basis. Details of transactions for income and expenditure will be recorded in a cashbook, which is reconciled with bank statements.

Banking of Receipts

1. All cheques received are to be stamped with a "Not Transferable" stamp
2. All monies are to be banked in tact as soon as possible after receipt
3. All banking are to be classified appropriately e.g., stationery, donations etc.

Petty Cash

1. Petty cash is to be recorded separately and a breakdown of how it is spent together with vouchers or receipts is to be presented when reimbursement is required.

Cheque Signatories

1. At least one of the two cheque signatories must not be involved with the preparation of the cheque or preparation of the accounts.
2. The use of signed blank cheques is forbidden.
3. All cancelled cheques are marked as such and stapled to the cheques butt.

Investments

1. The Principal, in consultation with the Chairperson and Treasurer, will determine the nature of all investments, which shall be in BOT authorized accounts only, in accordance with the Education Act 1989 (*Section 73*).

Bad Debts

The process for Bad Debts will be:

1. An invoice given for goods received
2. An account rendered for unpaid amount, after one month
3. A letter asking for debtor to contact the principal to arrange payment after two months
4. If payment is not forthcoming the principal will bring it to the notice of the Finance Committee for further action.

Fundraising/Donations Procedure

Introduction

Fundraising has a place in schools to provide extra funding for camps, resources, education outside the classroom and projects as Principal and Board of Trustees find necessary.

It follows that a school should:

- develop and implement clear and transparent procedures for the collection and use of fundraising revenue

Procedural Guidelines:

Fundraising

1. The P.T.A. is responsible for all fundraising except proceeds from Telecom Friends of the School credits and Scholastic Book Club

Donations

1. When requesting donations as part of our fundraising ventures, an official letter on the school's letterhead will be sent to the businesses concerned, and signed by the Principal, Chairperson or Secretary (*on behalf*).
2. Following the receipt of donations an official letter of thanks will be sent and acknowledgement will be placed in the school newsletter and/or local community newspaper
3. Money raised from fundraising or donations will be placed in the school's Amenities Account

Property Management Procedures

Introduction

To provide a suitable learning environment for students, and working environment for staff, the Board of Trustees will endeavour to maintain the school grounds, buildings facilities and equipment in a clean, safe and hygienic condition.

It follows that a school should:

- effectively manage the school's property
- ensure the Board of Trustees are kept up to date on property and maintenance requirements
- ensure provisions are made for long term maintenance
- develop a system where by regular checks are made of fencing, buildings and grounds and faults are recorded for action
- ensure the register of fixed assets is maintained
- establish procedures for work to be undertaken on buildings and grounds
- comply with the property occupancy agreement

Procedural Guidelines:

General

1. The day to day administration of property, including cleaning, is the responsibility of the principal.
2. The property officer is responsible for the managing of the property programmes.
3. The Board of Trustees may hire consultants from time to time.
4. The property officer will present a written report to the Board of Trustees twice a year.
5. The property officer will be responsible for building and grounds inspections.
6. Parent working bees will be held in an effort to reduce property maintenance costs

Buildings and Grounds Inspections

The following inspections will be carried out by the Board of Trustees property officer and the appropriate documentation will be completed and kept in the school building systems and features manual, which will be kept on the school premises.

Monthly Inspections:

- Manual Fire Alarm Systems
- Fire Signs (*refer Section 5*)
- Means of Escape
- Adventure Playground and all outside equipment

Quarterly Inspections:

- Safety Barriers – Swimming pool (*refer Section 5*)
- School Grounds
- Staff are to check their individual classroom (*or area*) chattels during the last week of each term. Items needing repair and missing items are to be reported to the Principal.

Biannual Inspections:

- Playground checklist (*refer Appendix 1*)
- Buildings and Grounds checklist (*refer Appendix 1*)

General:

- The Compliance Schedule for the Building Act 1991 will be held in the Clerical Office
- Records of each inspection by "Independently Qualified Persons" must be kept and held for a period of two years
- Twelve months after the "Compliance Schedule" is established, and annually thereafter, the Board shall send a statement to the Territorial Authority confirming that the required inspections have been carried out.
- The "Building Statement of Fitness" (Warrant) confirming the items listed on the Compliance Schedule and stating where in the school the Compliance Schedule will be displayed in the entrance foyer.

Undertaking of Grounds and Buildings Work

1. The principal will contact the appropriate tradespersons for urgent maintenance work. The Board of Trustees will be informed of maintenance work that has been carried out through the monthly principal's reports.
2. When a consultant is not engaged for major works, the property officer, in conjunction with the principal, will generally form the subcommittee to prepare specifications and coordinate tendering. A minimum of two quotes is required unless the job budget exceeds \$ 10,000.00 when it would be recommended that at least three quotes be sought. The subcommittee will submit their recommendation to the Board of Trustees for approval.
3. The principal will coordinate with the contract maintenance person as to minor maintenance requirements.
4. Mowing of the grounds contracts will be reviewed annually. The property officer and principal will coordinate on this and submit their recommendations to the Board of Trustees.
5. It is the principal's responsibility to contact the contractors when mowing is required.
6. The property officer, in consultation with the principal, will coordinate parent-working bees.
7. Cracked window panes will be regarded as urgent works. Safety glass will be used when replacing broken panes.
8. The septic tanks will be cleaned out biennially in even years.

Swimming Pool

1. The swimming pool assistance will be responsible for the daily maintenance of the pool over the months that it is operational and will communicate with the Board of Trustees through the principal. Documentation of daily recordings will be kept.
2. The Board of Trustees will coordinate with the swimming club over the sharing of pool responsibilities including cost of operation.

Formal Reporting to the Board of Trustees

1. The property officer will present a written report to the Board of Trustees in May informing them of the condition of the grounds and buildings, making reference to grounds and buildings inspections.
2. The property officer will present a written report to the Board of Trustees in May informing them of the condition of the grounds and buildings, making reference to grounds and buildings inspections.
3. The property officer will present a written report to the Board of Trustees in October outlining the current year's achievements. This report will also include an update on the long-term maintenance plan and recommendations on expenditure for the forthcoming year. The principal will ensure the asset register is kept up to date. The property officer can commission checks on the asset register at any time.

Insurance

1. The property insurance portfolio is to be the responsibility of the property officer
2. The school has opted to commit itself to the Government Insurance scheme for property and contents.

Security

1. A security system will remain in operation when the school is unattended.
2. All staff are responsible for security of school buildings.
3. Use of school buildings, grounds and school property outside of school hours must be authorized by the Board of Trustees, prior to its use
4. Only persons authorized by the Board of Trustees or Principal shall have access to the school security code
5. All acts of vandalism and damage will be reported to the Principal who will take the appropriate action

Grounds & Facilities Usage Procedures

Introduction

It is the Board of Trustees' intention to make available the Hororata School grounds and facilities for use by school groups and the wider community.

It follows that a school should:

- effectively manage the school grounds and facilities to maximize their use for educational purposes
- effectively manage the school grounds and facilities for use by the wider community

Procedural Guidelines

1. Order of priority in regard to use are:
 - school activities
 - regular sports groups
 - Hororata Community groups
 - others
2. School activities have priority always, others on a first in first served basis.
3. Where relevant, community and sports groups will be charged for the use of facilities. This will be decided on by the Board of Trustees on an individual basis. This will need to be dependent upon the extent of the facilities being utilised.
4. The Swimming Club and the School Board of Trustees will jointly operate the swimming pool facility. Cost share is negotiated annually between the two parties, as is the co-ordination of subscriptions and membership.
5. All groups are to sign an indemnity form before their intended activities. This form is attached as Appendix A.
 - The Board of Trustees may seek reimbursement for costs incurred as a result of damage to school property.
 - No dogs are permitted in the grounds unless they are a part of a school activity.

School House Management Procedures (Revision)

Introduction

The availability of the schoolhouse to the principal and other staff is important in attracting staff to our school.

It follows that a school should:

- outline tenant and landlord responsibilities
- clarify prior rights regarding school houses

Procedural Guidelines

1. The tenant will sign a Residential Tenancy Agreement prior to moving into the property. The agreement will guide the tenant and landlord on their respective obligations and rights.
2. The Board of Trustees have designated the Bealey Road house as a Principal's house. If the house is not required to live in by the Principal it will be made available to teaching staff and then other staff at Hororata School, then thirdly to teachers from other schools in the district. If it is not required by a teacher, it will be made available to private tenants.
3. The Board of Trustees have prioritised the Hobbs Street property for use by staff at Hororata School observing the above criteria.
4. The Board of Trustees is responsible for maintaining the premises in a reasonable condition. The tenant will inform the Board of Trustees property officer of any maintenance needs.
5. Termination of tenancy – A **tenant** must give at least 21 days' written notice to end the tenancy, unless the landlord agrees to a shorter time (it's best for this agreement to be in writing). A **landlord** must give at least 90 days' written notice to end the tenancy, but can give less time (at least 42 days' notice) in certain circumstances.

When a landlord can give at least 42 days' notice

The landlord can give at least 42 days' written notice to end the tenancy if (and only if) one of the following apply:

- the property has been sold and the new buyer doesn't want tenants (i.e., the buyer wants 'vacant possession')
- the owner or a member of the owner's family is going to live in the property
- the property is normally used as employee accommodation and is needed again for that purpose (and the fact that this might happen was stated in the tenancy agreement).

Swimming Pool Management Procedures

Introduction

The pool is a shared school and community resource, which is managed from the school office and funded by the Board of Trustees and Hororata Swimming Club for the benefit of the community as a whole.

It follows that a school should:

- ensure that maintenance and the day-to-day operation of the pool is effectively managed;
- clarify the Board of Trustees' financial responsibilities for the operation of the pool;
- clarify the Hororata Swimming Club's financial responsibilities for the operation of the pool.

Procedural Guidelines

Health and Safety

1. During school hours, the Board of Trustees will ensure the health and safety of students, staff and others using the swimming pool.
 - Ministry of Education, Health and Safety Code of Practice: Part 4: General safety Provisions: Safety in relation to swimming pools (35);
2. Where the Board of Trustees provide access to the school swimming pool outside of school hours they will take the following steps to ensure the safety of all users.
 - Regularly undertake a risk assessment and management (RAM) of the swimming pool (attached);
 - Distribute copies of the pool policy and pool user code to all key holders at the beginning of the season;
 - Will clearly display copies of the pool policy and pool user code at the entrance to the swimming pool area
3. The Hororata Primary School Board of Trustees accepts no responsibility for any injury sustained outside of school hours.
4. The Pool User Code (attached) will be reviewed and circulated annually.
5. The user code will include the following safety provisions:
 - No person is permitted to swim alone;
 - All persons under the age of 16 years **must** be supervised at all times whilst in the swimming pool area;
 - The pool gate should be securely closed at all times;
 - Behaviour that could be considered dangerous, such as running, pushing, holding under and screaming, is prohibited. Users are asked to advise the principal or a committee member of offenders.
6. The school accepts no responsibility for supervision out of school hours.
7. A list of emergency telephone numbers will be displayed

Property

1. The pool will be appropriately fenced in accordance with the Swimming Pool Act 1987 and Building Code.
2. The fence will include an out opening gate with a self-closing mechanism.
3. Pool changing rooms are to be appropriately maintained in accordance with Safety provision 35.5a and 35.5b of the Ministry of Education Health and Safety Code of Practice.

Finance

1. All revenue from key donations is to be banked into the Swimming Club's account;
2. The key fee is to be set each year by the Swimming Club at the Annual General Meeting
3. Keys are available from the school office during the season and are non transferable
4. The Board of Trustees and Swimming Club will share the operation costs of the pool as decided at the Swimming Club's Annual General Meeting each year. Any monies that the Board of Trustees receives from the Swimming Club towards costs will be accepted as a donation.

Management

1. The pool is open to the public between 7.30am and 9.00pm daily (the following variations apply)
 - The Hororata Swimming Club and School reserve the right to close the pool for the delivery of Aquatics programmes
 - The pool will be closed on school days between 8.30am – 3.00pm for Aquatic instruction by the school
 - The pool is closed on Thursday evenings (time to be advised each season) for the use by the Hororata Swimming Club. The pool is not available for casual swims during this time.
2. The Swimming Club, in conjunction with the Board of Trustees, will delegate the responsibility for maintenance and day-to-day operations of the pool to a pool caretaker.
3. The School Principal, in conjunction with the Board of Trustees and Swimming Club, will make the decisions on the opening and the closing of the pool.
4. All key holders will be required to sign a memorandum of understanding (attached) with the Board of Trustees, declaring that they have accepted and understand the pool policy and pool user code.
5. The lock and key for the swimming pool access gate will be changed annually to improve security and safety.
6. The Hororata Primary School Board of Trustees reserve the right to reclaim pool keys from members or ask casual swimmers to leave the premises if they are found to be in breach of any of the conditions listed above.

Pool Operation

1. All pool chemicals should be stored in a securely locked room away from the swimming pool and changing rooms. Children should not have access to any chemicals or be involved in the handling of pool chemicals.
2. The quality of the pool water shall meet the requirements of the New Zealand Standard NZS 5826:1985 (or any update of the Standard).
3. Where the operation of the pool is delegated to a pool caretaker, it is essential that appointed personnel undertake necessary training to carry out their role safely and correctly.
4. Record sheets of the treatment and testing of the pool should be accurately maintained
5. A checklist of clean pool operating instructions should be displayed in a prominent position in the pool equipment shed
6. All pool equipment, such as leaf scoops etc. should be kept in a secure place to prevent hazardous obstruction

Key Legislation

1. Health & Safety in Employment Act 1992; Fencing of Swimming Pool Act 1987; Building Act 1991.

Conclusion

The Hororata Primary School pool is a valuable asset to the Hororata community. The Hororata Primary School Board of Trustees are committed to ensuring the safety of all people who use the school facilities, including the pool.

Staff Reimbursement Procedures

Introduction

The Board of Trustees recognises all Collective Employment Contracts pertaining to the various positions within the school and acknowledges their responsibility under the contract to reimburse staff for actual and reasonable expenses related to their employment within Hororata Primary School.

It follows that a school should:

- provide a fair and equitable system through which staff members can claim reimbursement for expenses incurred as part of business or activities associated with their position at Hororata Primary School

Procedural Guidelines

1. All reimbursements should reflect the current Collective Employment Contract relevant to the staff member's position. Variation from the conditions detailed in the contract should be made in agreement with the Board of Trustees, Principal and staff member;
2. Staff are entitled to claim reimbursement for business or activities that are directly related to their employment within the school. The school will reimburse actual and reasonable expenses, which have been incurred by staff members;
3. Staff members must provide receipts when claiming reimbursements and should include mileage where the staff member has not adopted the fixed rate for travel;
4. Staff will only be reimbursed for expenses that have approval by the Principal i.e., approved attendance of courses, course related expenses, resource/materials;
5. Staff members must accompany all resource/material expenses with an order form, signed by the Principal. Reimbursements will not be made unless prior approval, via the order form, has been given;
6. All reimbursement claims are to be made to the Principal on the appropriate Reimbursement Claim Form;
7. All reimbursement claims made by the Principal are to be made directly to the Board of Trustees;
8. Staff are to make reimbursement claims within one month of the expense being incurred;
9. The Principal will detail all reimbursement claims in his/her monthly report to the Board of Trustees;
10. Staff members will be allocated funding on an annual basis for professional development. When budgeting for professional development, staff are advised to consider expenses for relievers, reimbursements and course costs. All reimbursements will be offset against each teacher's professional development budget where appropriate.
11. Staff are encouraged to pool resources e.g., car-pooling, when travelling as part of their employment. Travel reimbursement will be made to the driver of the vehicle. In the event of a school trip or visits, staff will not be reimbursed where there is alternative transport available i.e., seats on buses, parent vehicles etc;
12. All school trips, camps and visits must be self funded; therefore if the teacher intends to claim reimbursement for related expenses, this must be incorporated in the per child cost of the activity;
13. The Board of Trustees and staff have agreed upon a fixed rate of \$20.00 for travel between Hororata and Christchurch. Individual staff members have the right under the Collective Employment Contract to claim the Contract Motor Vehicle Allowance at a per kilometre rate.
14. Professional memberships and subscriptions will be reimbursed where the membership can be directly related to the staff member's position, this includes Teacher Registration. This does not apply to union membership;
15. The employer will endeavour to reimburse all personal expenses that have been claimed through the above process. The final decision to reimburse will lie with the Principal and Board of Trustees.
16. Where a dispute arises re reimbursement, the school's Grumbles Procedure/Complaints Policy is to be consulted.