



Board of Trustees Policy: Finance and Property

7

Policy Statement

1. James Cook High School Board of Trustees will maintain quality financial and physical resources by developing and implementing sound resourcing procedures and administrative guidelines.
2. Quality reporting and resourcing procedures will ensure that the Board allocate funds to reflect the school's priorities.

Guidelines

3. After meeting mandatory requirements (e.g. depreciation, cyclical maintenance), funds will be to reflect the school's priorities as stated in the Charter and Annual Plan.
4. 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.
5. Ensure that the school's buildings and facilities are planned to provide a safe and healthy learning environment for students.
6. Board of Trustees will receive regular and up to date reporting of expenditure, fiscal risk and of major works to buildings and facilities.

Notes

7. This policy should be read in conjunction with MOE guidelines for these areas, and other official requirements.
8. The following aspects are associated with this Policy:
 - Cash Management
 - Civil Emergencies
 - Contractors
 - Credit Card Use
 - Damaged or Stolen
 - Equity
 - Facility Hire
 - Finance
 - Fundraising
 - Health and Safety in the Workplace - Contractors
 - Health and Safety in the Workplace - Employees
 - Insurance
 - Loan of equipment from other schools and organisations

- Property and Grounds Management
- Protected Disclosure
- Reimbursement / Reimbursement re Damage
- Representative Teams
- Schedule of Delegations
- School donations
- School Equipment
- Sensitive Expenditure/ entertainment / gifts
- Sports Levies
- Supplementary Schedule of Responsibilities
- Theft and Fraud
- Travel
- Use of School Equipment Away from School Grounds
- Use of school equipment by staff and third parties
 - Use of Seminar Room
 - Use of specialist spaces - Marae
- Vehicle Operation

Chairperson _____

Date: September 2020

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted