



# Board Policy: Finance and Property

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## Policy Statement

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

## Guidelines

3. After meeting mandatory requirements (e.g. depreciation, cyclical maintenance), funds will be allocated to reflect the school's priorities as stated in the Strategic Plan and Annual Plan.
4. The Board will:
  - a. 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 and Training Act 2020.
  - b. Ensure that the school's buildings and facilities are managed to provide a safe and healthy learning environment for students and working environment for staff.
  - c. Receive regular and up to date reporting of expenditure, fiscal risk and of major works to buildings and facilities.

## Notes

5. This policy should be read in conjunction with MOE guidelines for these areas, and other official requirements.
6. The following aspects of the school's operations are associated with this Policy:
  - Cash Management
  - Civil Emergencies
  - Contractors
  - Credit Card Use
  - Damaged or Stolen Property and Equipment
  - Equity
  - 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 Disclosures
- 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 and facilities by staff and third parties
- Vehicle Operation

Chairperson



Date: April 2022

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted
April 2022	Reviewed and Revised