

Governance Policy

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture - Include - Engage - Innovate - Lead

What guides us:

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

ASSET MANAGEMENT & PROTECTION GOVERNANCE POLICY

| | |
|-------------------------------------|-----------------------------------------------------|
| Date of approval | : 9 August 2023 |
| Date first created/This version no. | : 2023/1 |
| Next review date (3-year cycle) | : June 2026 |
| Owner | : DCE (Deputy Chief Executive), Systems and Support |
| Who are these procedures for | : Kaimahi |

Outcome statement

Assets of the school are effectively and sustainably managed to meet the strategic objectives of Te Kura and utilised to maximise the best outcomes for ākonga. The Board is assured that assets are protected, adequately maintained, and not unnecessarily risked.

Te Tiriti o Waitangi

Te Kura is a major education provider, and both our leadership and organisational approach is focused on living Te Tiriti o Waitangi. This policy aligns with [Te Tiriti o Waitangi Policy](#) which recognises and upholds the obligations and commitments of Te Tiriti o Waitangi.

Asset management and protection will seek to support equitable access and mutual benefit for Māori. Te Kura will actively protect Māori knowledge, interests, values and other tāonga. We will work in partnership with iwi, whānau and other Māori stakeholders, in both the way we work within Te Kura and with external partners. Te Kura will involve Māori stakeholders in our mahi through consultation and decision-making processes giving effect to tino rangatiratanga/self-determination.

Cultural inclusivity

Cultural safety and responsiveness are paramount to Te Kura for kaimahi, ākonga and whānau. Te Kura will seek to provide equitable outcomes and access to our assets and the value they generate across diverse cultural contexts. We will engage with the appropriate communities to give voice to their needs and ensure these contexts are considered.

Definitions

Assets: Assets include assets purchased as part of the agreed capital plan, buildings/facilities leased by Te Kura for kaimahi as their place of work, and cash resources of Te Kura.

Culture: Culture includes, but is not limited to, age or generation, gender, sexual orientation, occupation and socio-economic status, cultural and epistemological frame of reference, ethnic origin, or migrant experience, religious or spiritual belief, and disability.

Cultural safety and responsiveness: Effective delivery as applied to a person, family, or group from another culture, and as determined by that person, family, or group. The role delivering the service will understand and recognise the cultural origins, assumptions, and limitations of certain forms of delivery within some cultural contexts. They will also have undertaken a process of reflection on their own cultural identity and will recognise the impact that their personal culture has on delivery.

Hātepe Kaimahi: Staff Procedure (Māori).

Delegations

- The [Financial and HR Delegations Policy](#) identifies which Te Kura kaimahi have delegated authority to manage the purchase, disposal, revaluation, and impairment of Te Kura's capital assets.
- The Facilities team within Finance is responsible for providing a clean, safe, tidy, and hygienic, work and learning environment for kaimahi and ākonga across all accommodation and facilities nationally in accordance with the [Health & Safety at Work Act 2015](#).
- The IRG (Information Resource Group) team is responsible for providing the tools, equipment, and infrastructure to support kaimahi and ākonga in their mahi.
- The Finance team is responsible for the management of Te Kura's cash resources.

Expectations and limitations

Divestment and Disposal of Assets

Divestment and disposal of assets is managed by the [Asset Management](#) and [Disposal of Computer Equipment](#) Ngā Hātepe Kaimahi.

Asset Management

The Chief Executive must:

- Ensure all board assets are insured.
- Not subject assets to improper wear and tear or insufficient maintenance or inappropriate use.
- Maintain an up-to-date asset register for IT Equipment, Furniture and Fittings, Leasehold Improvements, Motor Vehicles, Art, Plant & Equipment, Intangibles and Online/Education Resources.
- Plan for the management, divestment or disposal, and replacement of assets within an agreed capital plan, delegated authorities, and procurement limits.
- Provide effective controls over the purchase and disposal of assets.
- Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
- Maximise return within the parameters for legislative requirements of investments.

Premises and Facilities Management

The Chief Executive must:

- Plan and carry out appropriate long-term maintenance of all property, plant, and equipment.
- Plan and carry out ongoing preventative maintenance.
- Ensure all property agreements are legally compliant.
- Act as responsible tenants, meeting all obligations under the respective lease agreements.
- Implement capital works projects in accordance with the 10-year Property Plan.
- Ensure provision of safe, clean, hygienic facilities that are attractive and conducive to teaching and learning.

- Provide appropriate staff facilities for work preparation, delivery of teaching and learning, meetings, and relaxation.
- Actively manage property to ensure that it is appropriate to business needs, achieves the best value for money and supports the delivery of Te Kura strategic direction and outcomes.
- Where practicable actively support national targets for increased efficient in energy and resource use through proactive energy efficiency and waste minimisation practices and the implementation of sustainable practices in all accommodation.

Cash Management - Investment and Banking

The Chief Executive must:

- Ensure sufficient liquidity to enable operational and capital expenditure commitments to be met.
- Not allow unauthorised personnel or groups to handle funds or school property.
- Not receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
- Not invest or hold operating capital in insecure accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.

Monitoring

The Chief Executive will keep the board regularly informed through board meeting reports as to how the risk profile is being updated and risks to assets are being managed.

Strategic Plan Alignment (2023-2025)

This policy aligns with the following strategic aho:

- Becoming a climate-conscious school
- Building our systems capability
- Sharing our whakapapa and telling our story

Procedures/Supporting documentation

Tier 1 public benefit entity (PBE) international financial reporting standards (IFRS) – in particular Public Benefit Entity (PBE) Standard 17 – Property Plant and Equipment
Public Benefit Entity Standard 31 – Intangible Assets
[Financial Information for Schools Handbook](#) (FISH).

Fixed asset register/schedule

[Asset Management Hatepe Kaimahi](#)

[Premises and Facilities Management Hatepe Kaimahi](#)

[Cash Management – Investment and Banking Hatepe Kaimahi](#)

[Fleet Vehicle Management Hatepe Kaimahi](#)

[Disposal of Computer Equipment Hatepe Kaimahi](#)

Financial Planning and Conditions Governance Policy – in development

Legislative compliance

[Education and Training Act 2020](#)

Approved by Nicola Ngarewa, Chairperson, Te Kura Board of Trustees