

Christchurch Rudolf Steiner School Board of Trustees

Policy on: **Resources**

NAG-4

Purpose

The board allocates resources in consultation with the management of the school that reflect the school's priorities and the special character. This policy outlines how the board will achieve this.

Financial management

The board monitors the school's expenditure and ensures that annual accounts are prepared and audited as required by the Public Funding Act 1989 and the Education Act 1989. The task of ensuring sound financial management is delegated to the finance committee, which reports monthly. It is charged with setting up and reviewing relevant procedures.

Expected procedures:

Board

- Annual account
- Budgeting
- Control and reporting
- Fundraising
- Monthly financial reporting
- Setting and monitoring expense against budget
- Staff loans/credit card usage/purchase
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- Management
- Administration procedure re class activities (lower school)
- Collection of monies – lower school stationary
- “Cultural activity fee” on lower school stationary bill
- Fundraising
- School stationary –money ordering
- Task group term of reference

Property management

The board will maintain buildings and grounds as agreed with the Proprietors. Property management is delegated to the properties' committee, which reports on a regular basis to the board and is charged with setting up an asset register, a replacement programme and a 10 year maintenance programme; it is also charged with reviewing relevant procedures.

Expected procedures:

Management

- Access to school after hours
- Building structures on school grounds
- Hall
- Hiring of facilities, conditions of hire charges and forms
- On after hours use of rooms by teachers
- Programme for replacement of furniture, equipment and stores
- Property management
- Protocol on use of home economics room
- Regular maintenance programme
- Rental or use of school facilities out of school hours and agreement
- Use of school facilities after hours

Both committees provide the board with annual reports for the board's annual meeting.