

# **Pukerua Bay School Board of Trustees Policy**

## **MANAGEMENT OF THE PUKERUA BAY SCHOOL AND COMMUNITY HALL**

### **Rationale**

Pukerua Bay School Board of Trustees will take responsibility for the management of the Pukerua Bay School and Community Hall, in partnership with Pukerua Bay Community.

### **Purpose**

1. Provide for continued use of the Pukerua Bay School and Community Hall (the Hall), by the community.
  - i. In the spirit of the deed dated 29/3/1973 between Hutt County and the Wellington Education Board and,
  - ii. In accordance with the “Property Occupancy Document State (non-integrated) Schools Notice of Terms and Conditions” as published in the New Zealand Gazette.
2. Provide for representation of the Pukerua Bay community on a committee to manage non-school use of the hall.

### **Management Committee**

1. Functions
  - i. Establish of appropriate conditions for community use of the hall.
  - ii. Manage hall bookings, liaise with hirers and school management, day to day management of community use of the hall.
  - iii. Report quarterly to the Board, regarding usage, income and expenditure and any repairs needed, or any item requiring attention.
  - iv. Advise the Board as to appropriate expenditure of accumulated hall rental.
  - v. Report annually to the Board and community as to community use of the hall, rental income received, and any expenditure of accumulated hall rental income.
  - vi. Approve any changes to this policy.
2. Membership
  - i. The committee will be made up of a minimum of three community members who will be appointed by the Pukerua Bay Residents’ Association.
  - ii. One member will assume the role of Booking Officer.
  - iii. One Board of Trustees member will have the right of attendance at committee meetings.
3. Use of the Hall
  - i. The hall will be available for the school for use during normal school hours. Outside of these hours, all community members, including the school, must book to use the hall.
  - ii. Regular user groups (for example, the After School Care group) will complete and sign a Third Party Occupancy Agreement with the Pukerua Bay School Board of Trustees and The Ministry of Education. These will be retained by the Booking Officer.
  - iii. Casual Hall users must complete and sign a Casual User Agreement and comply with relevant Fire, Health and Safety regulations and local body regulations (for example,

Sale of Liquor and local licensing requirements). Casual User Agreements will be held by the Booking Officer.

- iv. The School Fundraising Trust will not be charged for use of the hall for the three weeks prior to, the weekend of, and the Monday following the annual gala.
- v. Hall hire will not be charged for school fundraising events, school activities or AGMs of the Pukerua Bay Residents Association.

#### 4. Insurance

- i. Provided user agreements have been completed and fully complied with, all non-school users will be covered by normal school building insurance.
- ii. Any damage following Hall hire will be reported promptly to the Principal. The Hirer responsible will meet the cost of damage caused willfully or by negligence.

#### 5. Routine Cleaning, Maintenance and Repair

- i. The Board will be responsible for routine cleaning or maintenance of the hall.
- ii. The Hall Committee will be responsible for arranging any additional cleaning or maintenance requirements that arise from the activities of hirers. Hirers will be charged for all extra services.
- iii. The Hall Committee will assess the hall fixtures and fittings and prepare an annual programme of work for improving and replacing these.

#### 6. Hall Income and Expenditure.

- i. All Hall hire income will be held by the Board in a separate ledger and can be used to offset costs generated by hall usage or to support maintenance, upkeep and enhancement of the facility as recommended by the Hall Committee.
- ii. Any recommendations for expenditure will be included in the quarterly report to the Board.
- iii. The Board retains the right to approve, decline or modify any recommendations for expenditure (in consultation with the committee).
- iv. Any major capital works required to improve, maintain or repair the hall are to be included in the Pukerua Bay School Property Plan and are the responsibility of the Board of Trustees.

Ratified Aug 2015

To be reviewed 2018