

NAG 4

According to legislation on financial and property matters, each Board of Trustees is also required in particular to:

1. Allocate funds to reflect the school's priorities as stated in the Charter.
2. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989, Crown Entities Act, and the Education Act 1989.
3. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's building and facilities provide a safe, healthy learning environment for students.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G.4

POLICY TITLE 4.0 GENERAL POLICY ON FINANCE AND PROPERTY

RATIONALE

Wellington College will comply with its financial and property obligations to maximise the learning environment.

PURPOSE

To maximise the benefit to students through appropriate allocation and control of financial and property assets.

GUIDELINES

1. The Board will allocate funds to reflect the College's priorities as stated in the Charter by:
 - developing a long-term strategic plan
 - ensuring that the College provides an annual operational budget that reflects the Board's strategic plan, for the Board's assessment and approval.
2. The operational budget will be completed annually, and approved prior to the beginning of the new school year.
3. The Board and the College will have management procedures for monitoring and controlling expenditure:
 - income including fundraising
 - expenditure
 - accounting
 - internal spending
 - capital assets
 - reporting.
4. The Board will ensure that the annual accounts are prepared and audited as required by the Public Finance Act 1989, Crown Entities Act, and the Education Act 1989.
5. The Board will comply with any current asset management agreement, including the Property Occupancy Agreement. The Board will have written procedures designated in a Property Management Plan documenting this responsibility. This will include a system for maintaining resources, furniture, furnishings and equipment.
6. Buildings and facilities at Wellington College will be safe and healthy.
7. The school will comply with all current legislations regarding property. The Resource Management Act 1991, the Building Act 1991 and the Fire Act 1991 will be included in this compliance. The school will have a documented management process which details these requirements. Compliance Reporting is documented in National Administration Guideline 2.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G. 4

POLICY TITLE 4.1 FINANCIAL MANAGEMENT

RATIONALE

The Board of Trustees is responsible for ensuring that the finances of Wellington College are managed and controlled in an effective manner and that all statutory obligations relating to finances are complied with.

PURPOSES

- To ensure that the funds received by the College are used effectively to promote the goals and objectives of the College.
- To ensure that the College is able to meet its financial obligations.
- To ensure that appropriate controls are in place for the receiving of income and authorising expenditure.
- To ensure that adequate financial records are maintained and that accurate and timely financial information is made available to the Board and management.

GUIDELINES

1. Finance Sub-Committee: The Board will convene a Finance Sub-Committee to oversee the finances of the College and report to the Board. The Board shall appoint Board and management representatives to the Finance Sub-Committee.
2. Where the Headmaster believes that the subjects offered in the school curriculum should be extended or reduced, the Headmaster will provide the Board of Trustees with a case in writing. The case will include an analysis of the costs and benefits for students, and the resource implications of the recommendation, and will be provided to the Board of Trustees in time for the resource implications to be considered alongside other major changes to planned expenditure as part of the development of the draft budget for the following year.
3. Forecast Update: The Headmaster is responsible for ensuring a financial forecast update to the budget is prepared in consultation with all staff members who have a responsibility for an expenditure cost centre. The budget will be reviewed by the Finance Sub-Committee and presented to the Board for approval, no later than the September Board meeting each year.
4. Monthly Financial Report: A monthly financial report shall be provided to the Board that reports on income and expenditure, and the financial position including the uncommitted funds position.
5. Procedures and delegated authorities: The Finance Sub-Committee will ensure that appropriate procedures are in place for the receipt of income, authorisation and payment of expenditure and capital expenditure. Authority to incur and approve expenditure within budgetary-approved limits is delegated to the Headmaster for operating expenditure and agreed capital expenditure, who may delegate to other staff members.
6. Annual Financial Statements: Annual financial statements will be prepared, and audited by the approved Government Auditor. The annual financial statements will be presented, approved and signed by the Board.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G. 4

POLICY TITLE 4.2 SPONSORSHIP

RATIONALE

The Board of Trustees supports the acquiring of sponsorships which will help to provide resources for the College and educational opportunities for the students. The Board accepts its responsibility to ensure that discretion is exercised as to the selection of appropriate sponsors and the use of sponsors' logos. A distinction must be drawn between identification of College representation (by way of uniform) and identification of the sponsor in areas other than uniform.

PURPOSES

- To ensure that all sponsorship agreements and related publicity are in keeping with the values espoused by the College and expressed in its Charter.
- To ensure that all sponsorship agreements or arrangements entered into are fully and properly documented.
- To maintain all representative (playing) uniform as distinctively and only for the College logo when the representative activity is within New Zealand.

GUIDELINES

1. All sponsorship arrangements must be entered into by the Headmaster, the Sports Director or the Arts Director on behalf of the College. The Sports and Arts Directors must advise the Headmaster of the agreements. Any sponsorship value above \$10,000 must be approved by the Board.
2. In cases of doubt the Headmaster will consult with the Board.
3. All teams and activities may seek sponsorship provided the terms of the financial assistance are within the constraints of representative identification.
4. All sponsorship agreements entered into shall:
 - clearly describe the obligations placed on the College
 - specify the exact term of the sponsorship
 - be a maximum of five years
 - be approved and signed either by the Headmaster or the Chair of the Board on behalf of the College as appropriate.
5. Every new offer of sponsorship shall be considered on its merits irrespective of any prior sponsorship agreement with another sponsor, taking into account the terms of such prior agreement.
6. All sponsorships must be reviewed every 3 years to ensure they:
 - meet the original criteria
 - need revision and new approval.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G. 4

POLICY TITLE 4.3 PROPERTY MANAGEMENT

RATIONALE

The efficient and careful management of the College property within the constraints of the budget available is a major item in the governance of the College by the Board of Trustees. To assist the Headmaster in the oversight of the property the Board will (i) appoint appropriate staff to manage the buildings, grounds and amenities of the College and (ii) present them in a manner and to a standard which reflects the College's Charter and Mission statement emphasising excellence.

PURPOSES

- To appoint property management staff within budget and in order to achieve the Board's goals for excellent presentation of the College in all areas of its amenities and services.
- To ensure that the Board's obligations as trustees are properly complied with, both in their spirit and legal requirements.
- To provide an environment for the students, which assists and motivates their learning and achievement at College.
- To provide the best possible teaching environment to enable staff to undertake their duties and deliver the curriculum effectively.
- To provide the best possible access by the community for use of the College facilities, thereby returning funds to the College for the betterment of the facilities for students and staff.
- To assist, by every possible means, the staff and students and students associate with the promotion of the extra-curricular activities of the College.

GUIDELINES

1. The Board will appoint a Property Committee to oversee the property management of the College. The Convenor shall be a member of the Board of Trustees. The Headmaster and property management staff shall be represented on the Property Committee.
2. The Property Committee will arrange for the preparation and upkeep of a current Property Maintenance Plan and a Property Development Plan.
3. The Property Committee will approve and recommend to the Board in February each year a property budget, which will be administered according to guidelines prepared from time to time by the Property Committee. Property management will be accountable for the maintenance of expenditure within budget.
4. The Administration Manager will advise the Property Manager of the needs for improvements or maintenance in the classrooms and other learning areas. The work will be scheduled in the Maintenance Plan and/or Development Plan.
5. The Assistant Principal or other relevant directors/supervisors of extra-curricular activities will advise property management of the needs for improvements or maintenance in the areas of the extra-curricular facilities. The work will be scheduled in the Maintenance Plan and/or the Development Plan.

6. The work of all property management staff will be supported to the extent that they shall know and be assured of the vital part they play in ensuring that the students gain maximum benefit from their time at the College. To that end, property management and the Headmaster will take every opportunity to affirm and encourage the high standard work of property staff. Property staff are regarded as having full and equal part in the staffing amenities, social activities and staff facilities of the College.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G. 4

POLICY TITLE 4.4 VANDALISM

RATIONALE

The College is a potential target for spontaneous and premeditated damage to buildings, grounds, amenities, fittings and contents. Through effective planning, administration, education and insurance cover it is possible to minimise the effects of vandalism on the College amenities and financial resources to make good the results of vandalism.

PURPOSES

- To develop among students and the wider community pride in, and respect and care for, the College as their place of learning and development in the community.
- To develop and implement operating instructions for all staff and students for the security of buildings, equipment, amenities, records, teaching resources and other valuable items.
- To develop and implement inspection, reporting, investigation, repair and recording procedures for factual and potential incidents of vandalism.
- To develop and implement a security survey and a security development plan.
- To ensure that there is cost effective insurance cover for loss or damage to buildings, grounds, amenities, fittings and contents caused by vandalism.

GUIDELINES

1. Maintain ongoing advice to students through regular meetings, and further develop educational programmes which engender student and wider community pride, respect and care of the College.
2. Annually negotiate insurance cover with optimum cost-cover effectiveness, consistent with an annual risk assessment.
3. Internal and external inspection procedures will be set up and regularly reviewed, so that any act of vandalism once identified will be reported to the Administration Manager and Headmaster. Repairs to vandalism are to be arranged by the Administration Manager within 24 hours and as soon after the damage as possible. If the damage cannot be repaired within insurance cover, the Headmaster and Board's Property and Finance Convenor are to be advised so that alternative special funding can be arranged and approved by the Board.
4. Procedures for the hireage of facilities, notification of Police, employment of security agents, and details of programmes for inspection are to be developed by the Administration Manager.
5. The security plan, including monitoring should be reviewed and updated at least annually by the Property and ICT Sub-Committees of the Board. This is a key requirement to provide a safe environment for learning.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 4 N.A.G. 4

POLICY TITLE 4.5 DONATIONS AND GIFTS

RATIONALE

The Board of Trustees acknowledges and supports the need to seek and receive donations (gifts) to support the College's activities and strategic objectives. Donations are received from specific fundraising activities, and by donors giving spontaneously to the College. The Board accepts its responsibility to ensure that donations are requested appropriately e.g. in accordance with Ministry of Education Guidelines, and used for the purposes requested or given. Donations are received by the College, and other organisations associated with the College, to support the activities of the College now and in the future.

PURPOSES

- To ensure all donations are appropriately requested.
- To ensure all donations are used for the purpose for which they are given.

DEFINITIONS

'Donation' or 'gift' means any monetary or non-monetary financial instrument or 'in-kind' offer or promise or pledge, whether payable immediately, or at some time in the future. Typically donations or gifts are in the form of monetary payments, but may also include shares, interest free loans, bonds, real property, life insurance, memorabilia, paintings or in-kind products or services, e.g. printing, furniture, or time.

GUIDELINES

1. **School Donations.** The College may request donations from parents and caregivers to support a range of activities for pupils and staff. The request is to be made by the Headmaster (or other representatives as authorised by the Headmaster), in accordance with the activities and monetary amounts approved by the Board of Trustees.
2. **Other Donations Received by the College.** The College may seek donations for specific activities and projects, with the approval of the Board of Trustees. The request for donations will generally be by the Headmaster or other approved representative(s).
3. **Acceptance of Donations.** Where, in the view of the Board of Trustees, acceptance of a donation, bequest or other gift may be contrary to the policies, ethos or reputation of the College, the Board may decline to accept such a donation, or, if a donation has been received, may require that it be returned to the donor.
4. **Use of Donations.** It is the responsibility of the Board of Trustees, and the staff of the College to ensure donations received are used for the purpose for which they were requested and/or received.
5. **Confidentiality.** The Board of Trustees will ensure the confidentiality and privacy of donors, and only publicly announce details of a donation, with the approval of the donor. While amounts given will normally be confidential, depending on the form and terms and conditions of

the fundraising campaign, donors may be publicly recognised as ‘named’ donors, or may request complete anonymity.

6. **Status of Donations and Gifts.** Notwithstanding (4) above, unless otherwise agreed in writing between the College and donor at the time a donation or gift is made, all donations or gifts are deemed to become the property of the College, to be used, applied or disposed of as may be agreed by the Board of Trustees. Where a donation is made for a specific purpose, reasonable efforts to identify and communicate with the donor to discuss changes in the application of the donation or gift are to be made before the donation or gift is applied to another purpose.
7. **Other Affiliated Organisations Receiving Donations.** Organisations associated with the College may fundraise to provide funds to support the College. Affiliated organisations include: The Wellington College Old Boys’ Association, The Wellington College Foundation, Wellington College Mothers Inc, Wellington College Parents’ Association, and sports, cultural and other groups operating under the school. While the Board of Trustees cannot be held responsible for fundraising undertaken by groups that are set up as independent organisations, it is acknowledged that such groups’ activities have the potential to impact negatively (and positively) on the College’s reputation. The College Board of Trustees and Senior Management of the College should endeavour to ensure these organisations associated with the College adopt a similar Donations and Gifts Policy.
(Also refer to NAG 6, Policy 6.5, ‘Parent Groups’, Guideline 7)