

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PROPERTY & EQUIPMENT
PROCEDURE: RTLB Offices

The lead school, in collaboration with the Ministry of Education's Regional Office, will ensure RTLB are housed in suitable accommodation. The RTLB Cluster Manager, on behalf of the lead school Board of Trustees and Principal, will ensure:

Guidelines

1. RTLB will be accommodated in appropriate space, with decisions being guided by the *Governing and Managing RTLB Clusters Toolkit - Jan 2015*. Consideration will be given to RTLB working in modern working environments, which could include 'hot-desking'.
2. Occupancy Agreements are negotiated with host schools, including suitable accommodation arrangements, administrative support and reasonable and site overhead costs. A copy of the signed Occupancy Agreement Document, and any amendment notices, will be kept on file.
3. Compliance with Occupancy Agreements that are negotiated and signed by host schools.
4. Regular communication with host kura/schools, and in collaboration with the Ministry's local property advisor, regularly review the Occupancy Agreement with the host kura/schools.
5. RTLB are familiar with the general terms of the relevant Occupancy Agreement, and that any queries regarding RTLB offices can be directed to the RTLB Cluster Manager.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review February 2020, or as required.

DATE CONFIRMED: 28 February 2017