



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: FURNITURE AND EQUIPMENT

POLICY RATIONALE:

To ensure adequate levels of quality furniture and equipment are available for use by staff and students when needed.

AIMS:

- To prioritise equipment purchases so as to ensure adequate levels of quality furniture and equipment is available when needed.

IMPLEMENTATION:

- A planned approach to the purchases and maintenance of furniture and /or equipment will be adopted
- In December prior to the next school year the Principal will set annual budgets for expenditure on furniture and / or equipment with the school accountant
- When relevant level, leaders will provide the Principal/Deputy Principal with a plan at the commencement of each school year prioritising the furniture and / or equipment they would like purchased. Plans must support the learning outcomes and goals for student learning
- Three quotes will be obtained for the purchase of any furniture and / or equipment over the value of \$5000 as per guidelines for the annual school Audit.
- Consideration will be given to leasing and interest free loans when deciding on purchasing furniture and equipment to ensure maximum cash flow and savings are achieved.
- Where relevant, guarantees / warranties and operating instructions will be stored in the office administration files. Where possible electronic storage will be encouraged.
- All staff members have a right to borrow equipment that is not in use.

- Equipment will not be purchased for the sole use of a particular teacher or group
- When purchasing equipment the purpose including appropriate size of furniture will be considered and applied to any purchase.
- Groups such as the Parents' Association that wish to purchase or donate furniture and / or equipment for the school will be asked to liaise with the Principal/Deputy Principal and consult the priority list
- Dangerous, faulty or obsolete furniture and / or equipment will be repaired or disposed of. Any such furniture or equipment will then be removed from the assets register.
- All electrical equipment will be included in a 'test and tag' schedule as per the most current regulations.

EVALUATION:

Evaluation of the Furniture and Equipment Policy will take place every four years or when necessary.

This policy was reviewed in 2019

The next review will be in 2023