

# Property

*The Ministry of Education is working to ensure that accommodation (either temporary or permanent) will be in place prior to the date of closure or merger.*

*This fact sheet provides useful information about school property in a closure or merger situation. Your specialist senior advisor will be able to provide you with information about indicative property timelines.*

## Temporary and permanent facilities

- » If required, additional facilities will be provided for any schools that are receiving students from closed or merged schools, before the closure or merger date.
- » The Ministry will work with receiving and continuing school Boards about any additional facilities required. A member of the Ministry property team will be in contact with any affected school in June/July to commence planning.
- » Planning has been done around the most likely schools for students to enrol at from the closing and merging schools. Schools rolls will be monitored and additional teaching spaces will be provided where growth has occurred. Where roll growth does occur, the standard Ministry process will apply. Temporary classrooms can take from 8–14 weeks to be completed.
- » Planning will be undertaken for permanent facilities as part of the cluster property process. This will include technology provision where applicable. A member of the Ministry property team will be in contact with the cluster to commence this work in July 2014.

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## Physical assets and furniture

- » If a school is closing, it is usual for the physical assets (where possible) to be distributed among the schools in the local area. If a school is merging, the physical assets of the school (where possible) go to the newly merged school. Assets must remain within the state education system as they are Crown assets. They cannot be 'given' to individuals.
- » Where physical assets are owned by a school and cannot physically be moved, the Ministry will work with school communities to determine the best outcome.
- » Assets that have been gifted or are community-owned are returned, where possible, to the community that provided them. If this is not possible, the Ministry will work with the local community to resolve where the assets will go.
- » Some schools have physical artefacts, such as memorial gates or plaques, that have special significance to the school and its community. The Ministry and change manager will work with schools to identify these artefacts, discuss what options there are and what the school and its community's preference is, and work to make that happen, where possible.
- » The change manager will help the Boards of closing and merging schools to update their asset register and work through this process.



### Vacant buildings and sites

- » The Ministry is mindful of community concerns about what happens to school sites once a school is closed and before they are disposed of or reused for another purpose, or purchased but not immediately developed by a third party.
- » The Ministry will move fast once decisions are announced to work with other agencies to explore innovative use of empty school sites.
- » Where schools are closed, or vacated, the Ministry will manage and monitor the disposal process closely. This will involve removal of relocatable classrooms and other resources where appropriate, and decisions made about any future usefulness of remaining buildings, including their potential use by tenants, or the community. Demolitions will be undertaken where required.
- » Any vacant site the Ministry owns is managed by an independent consultant. Part of this consultant's brief is to provide security where required and to maintain the assets in a satisfactory manner; this would include mowing lawns, removing rubbish and the general tidiness of the site.
- » The Ministry is required by law to work through the Public Works Act mandated disposal process. This process is not a special process for greater Christchurch; it applies to all closing schools within New Zealand.

Further information is available  
on the *Shaping Education* website  
[www.shapingeducation.govt.nz](http://www.shapingeducation.govt.nz)

