

Rangiora High School Board of Trustees



Procedural Policy: Care of Heritage and Art Collection

Rationale

The Board of Trustees recognises that art 'is a powerful form of expression' that recognises values and contributes to the unique bicultural and multicultural character of Aotearoa New Zealand' (NZ Curriculum), enriching the lives of the Rangiora High School community. It is, therefore, important that art and heritage items generated in the course of business, purchased or gifted are cared for in the appropriate manner.

Purpose

That the Board and its delegated representatives will care for and acquire heritage and art items that enrich the lives of the Rangiora High School community. Public funding of heritage and art at Rangiora High School must be transparent and sustainable.

Guidelines

1. The scope of the heritage and art collection will encompass original photographs, written material and other items generated in the course of school business, gifts and bequests from the school and wider community, commissions and purchases made by the Board and its representatives.
2. Gifts offered outside the normal course of business, bequests and purchases will be acquired by recommendation to the Board from a suitably qualified committee convened for the purpose comprising the Principal, relevant staff, independent experts, iwi representative, etc.
3. Gifts offered outside the normal course of business, bequests and purchases must be of significant heritage and/or artistic quality. Items will be in exhibitable condition unless accompanied by funding for same.
4. Clear title to ownership will be established. Loans will not be accepted unless in exceptional circumstances.
5. Copyright will be observed according to the Copyright Act 1994.
6. Items will be securely stored and maintained in good order. Reframing and conservation will be carried out to professional standards.
7. Original items on paper and textiles will be displayed out of direct sunlight. Items will be displayed with a label including artist or maker's name, title or description, date, medium, credit line, and a brief explanation.
8. Heritage and art items will be insured as part of the School assets and an audit made annually of items on display. Each object will be marked in soft pencil in a discrete place with an identifying number.
9. Deaccession of items will be carried out cautiously and based on a report to the Board.

Relevant Supporting Documentation
--

Ministry of Education Guidelines for Purchase of Artwork including Māori Carvings https://education.govt.nz/school/property/state-schools/day-to-day-management/artworks/
--

Ministry of Education (Spending Priorities for 10YPP) https://education.govt.nz/school/property/state-schools/property-planning/10ypp/preparing-your-10ypp/considering-inputs-into-the-10ypp-at-the-10ypp-initiation-meeting/
--

Date of Review	2017
Date of Next Review	2020
Signed by the Board Chair	