



Asset Management Policy

What is this policy for?

This policy is to ensure that the assets of the school are well maintained and preserved to provide best use of all resources and best value for money.

The vision for Asset Management

Our vision for asset management is that there is a clear programme of repairs and maintenance that are regularly carried out, in a timely manner. This is to ensure that all checks are carried out in time to meet compliance requirements. It is also to ensure that regular maintenance of the fabric of the building is carried out e.g. regular painting, repairs to ensure that the high quality of the building is maintained. It is also to enable identification and establishment of ownership of equipment, Identify missing items following burglary or other theft, support insurance claims if items are destroyed by fire.

When are the Assets maintained?

Each year as part of the strategic planning for the school in May an annual plan is formulated to determine which assets require work over the following year. Any accessibility issues are also addressed at this time. The governors will discuss and action appropriate items which can be afforded within the constraints of the budget. Timescale and costs of items will be shown on the school development plan and reviewed every year.

How are the Assets maintained?

Asset Equipment Inventories

- All equipment that comes into the school over £100 in value, including IT equipment, is security marked.
- As far as reasonably practicable a photographic inventory is maintained in relation to equipment of a value under £100. This is updated every two years.
- The School holds an inventory of marked items in the school office.
- A record is kept of the area to which it has been allocated and/or the person it has been issued to.
- There is also a record of whether or not the item is to be routinely allowed off the premises.
- These inventories are checked at the end of each financial year.
- Any asset held by a member of staff (such as laptops) may be checked at any time by the Headteacher or a person nominated by the Headteacher, usually the School IT Technician.
- There is an obligation on the part of any member of staff who holds an asset belonging to the School to immediately report any loss, damage or theft of the asset and to provide a police report number if appropriate.



"Believe, Achieve, Succeed. In our hands we hold the future"

Asset Disposal

- Any registered asset which is no longer needed or no longer fit for purpose in the area it has been issued to must be returned to the jurisdiction of the School Office or IT Technician.
- If the asset is still in good working order then it is reallocated within the school and the change noted on the inventory.
- If it is not reallocated then it is held in storage for a period of 1 year.
- If it is still surplus to needs then the asset may be disposed of by the following procedure:
 - The item(s) will be brought to the attention of the Headteacher
 - The Headteacher will examine or receive a demonstration of the item to ensure that it has come to the end of its useful life
 - The Headteacher will sign the asset register to approve the disposal and the destination of the item will be recorded on the register
 - Arrangement will be made for disposal of the item in an approved environmentally aware manner. Particular regard will be had by the IT Technician to secure destruction of any IT device that could retain data.

What do we maintain?

Buildings

The Governing Body is aware of the significant asset that comprises the buildings at Hutton C of E Primary School. The school has had 4 distinct 'build' phases. A Victorian building and a 2004 building and in 2017 the 1983 building was refurbished at the same time as a new building of 5 classes was built.

Maintenance

- **Reactive maintenance:** response to an emergency or Health & Safety risk.
- **Programmed maintenance:** predictable due to accepted and understood rates of deterioration of various building elements and finishes.
- **Preventative maintenance:** carried out in order to prolong the life of a particular item.

Periodic inspections

These are vital and will happen in the following ways:

- Regular meetings between the Site Manager and Headteacher involving inspections when deemed necessary - a minimum of three inspections of the whole site every year.
- Termly inspection of an aspect of procedures by the Health & Safety Governor.
- Staff will report to the Headteacher whenever a matter of site safety arises.

How do we measure success in Asset management?

Asset Management Policy – April 2020

Philippians 4:13: I can do all this through him who gives me strength



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Asset Management is successful if the annual action plan has been carried out and completed, all the regular compliance requirements are met, and the school is well maintained, attractive and fit for purpose.

Resources

The school resources or assets include all the buildings and the equipment and resources within the buildings.

Our most valuable resource for the maintenance of our assets is our Site Manager who undertakes many of the repairs and maintenance tasks himself, and project manages the Health and Safety, and any contractors on site.

Safety and Risk

Through regular maintenance and surveillance the risk to the fabric of the building or the resources within it are reduced.

Monitoring and Evaluation

Compliance requirements are carried out by a reputable contractor, and overseen by the site manager. This is ongoing throughout the year.

The health and safety governor examines various aspects of the school, including overseeing that the regular checks are completed in a timely manner.

Reports are given termly to the Local Governing Body.

Policy reviewed: April 2020

Approved by the Local Governing Body:

Jane Barry

18/5/20

Chair of Governors

Asset Management Policy – April 2020

Philippians 4:13: I can do all this through him who gives me strength

Annex C: 2020-2024



GOAL: "To improve and make best use of the school facilities. In the hands we hold the future"

TARGET	ACTIONS NEEDED	PERSONNEL RESPONSIBLE	TIMESCALE	RESOURCE IMPLICATIONS
To complete the refurbishment of the last parts of the buildings in the school that were not done in 2017.	<ul style="list-style-type: none"> • Refurbish the staffroom • Refurbish the Staff toilets • Refurbish the Headteachers offices (after a leak). • Hearing Loop System costed for the hall. • Resurface car park 	DB Contractor Contractor Contractor Contractor	2020-2021 2021-2022 2022-2023 2023-2024 2024-2026	Devolved capital Devolved capital Devolved capital Devolved capital 2 years devolved capital
SUCCESS CRITERIA	MONITORING	EVALUATION		
<ul style="list-style-type: none"> • All areas of school are well maintained in good order and fit for purpose. 		QUALITATIVE	QUANTITATIVE	
		Staffroom has been completed and is being reused post covid. Plans for refurbishment have been drawn up. Consideration to storage as well as aesthetics are being considered.	Staffroom completed.	