

# Asset Management Plan Procedure

To be reviewed Annually.

Procedure Agreed April 2021. To be reviewed April 2022.



## AIMS

The school/centre asset management plan aims to:

- Provide the best possible environment and facilities for the children and their families, the staff and visitors to the school/centre.
- Support learning and teaching and wherever possible, help to raise standards of educational provision.
- Provide efficient and effective monitoring of the school/centre site facilities and equipment responding to identified needs.
- Assist the Governing Body and Headteacher in their decision making for the future priorities and implementation and delivery of the school/centre development plans.

As a school/centre the responsibility for maintenance and repairs to the school/centre buildings and grounds is with the Governing Body.

The school/centre asset management plan relies heavily on the adherence of all staff, children and their families to adopt reasonableness, responsibility and respect for the building and grounds they work and play within.

Staff and children/their families are expected to treat the equipment and fabric of the school/centre with respect and behave in a reasonable and responsible manner while on the school/centre site.

Staff of the school/centre are expected to monitor and manage specific areas and equipment as well as responding where necessary to whole school/centre responsibilities and in particular acting upon any health and safety concerns as they arise.

Individual staff are responsible for the school/centre equipment provided for them to which they apply reasonableness, responsibility and respect. E.g. laptop computer, digital projector, interactive whiteboard and other audio visual equipment as well as the room learning environment and staff room facilities.

All staff are regarded as managers who must manage their particular areas of the school/centre. E.g. classroom management to include the care of tables, chairs, room furniture and toys, window blinds, stockroom, toilets etc.

The school/centre Asset Management Plan will consist of:

- Annual expenditure to take into account wear and tear and lifetime expectations of existing assets.
- A management system to monitor the effective maintenance of the school/centre site to ensure responsible custodian duties for the premises are being implemented efficiently.
- Monitoring procedures to assess the impact of capital investment.
- Long term planned capital investment reflecting new initiatives and identified needs. These will depend on three factors
  - Condition
  - Sufficiency
  - Suitability
- Implementing improvement or maintenance works following consultation or identification of an immediate need e.g. a health and safety issue.
- To provide information systems to monitor their particular areas and equipment.

The Headteacher and Leadership Team are required to allocate their annual budget to replenish their resources and cater for required maintenance and repair. When additional, more expensive equipment is required, the Headteacher and Governing Body may set aside money to save up for the equipment – unspent budget allocations will be carried over to the next financial year.

Ultimately, it is the responsibility of the Governing Body and the Headteacher to determine the priorities for major capital expenditure on premises and equipment.

The Resources Committee (part of the PFR Committee) will review capital work taking into account all of the following factors:

- Curriculum needs and the availability of efficient space.
- Environmental conditions suitable for the required activities.
- Adequate security provision.
- Environmental Impact.
- Access for those with disabilities.
- Community use.
- Budget provision.

It is the role of the Resources Committee (part of the PFR Committee) is to monitor the delivery of:

- A specified level of performance of services, internal environment and operating characteristics of the buildings and grounds, plus
- Identify works required to maintain the use and value of the premises.

The aims of the asset management plan will be reviewed annually and are ongoing in each Resources Committee (part of the PFR Committee) as referenced in the minutes.

### **Annual**

Ensure that Departmental budgets are at least maintained and where possible maintained by the annual rate of inflation. Adjust according to pupil numbers and/or curriculum development.

Centrally allocated budgets will provide for all classrooms to be equipped with:

- A digital projector
- An interactive whiteboard
- Sufficient tables and chairs
- Adequate stockroom/classroom storage
- Access to the internet
- Other audio visual equipment as required
- All costs relating to school/centre offices and staffrooms.
- Expenditure to be monitored by the School Business Manager.
- The cost of property insurance.

The provision of contents insurance will be reviewed annually.

The cost of the school/centre minibus and annual running costs will be taken from school and children's centre budgets.

The damage to tables, chairs and the number replaced will be recorded by the Site Manager.

The Site Manager will oversee the removal of any broken furniture for repair or removal from the fixed assets register and complete the appropriate disposal form. The Site Manager and Business Manager will review the assets register annually and report to the Headteacher and Resources Committee (part of the PFR Committee).

Review date: March 2022.