



# Holly Park School

## Asset management Policy & Plan

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### **Statement of intent**

Holly Park has a duty to ensure that buildings under its control comply with the statutory and regulatory standards, and to secure the health and safety of all members of the school community. We want to ensure that our asset management aligns with the premises strategic vision and meets our statutory obligations.

The guiding principles for this policy are to:

- Set out how building work and maintenance will be prioritised.
- Identify all policies and procedures related to the premises.
- Provide guidance for staff when dealing with the disposal of fixed assets.
- To maintain school premises and other assets to an adequate standard
- To provide a basis for a uniform and systematic approach to asset control.

It is intended to provide an overview of the principles to which the school will adhere in its approach to asset management planning.

The Schools Financial Value Standard asks at Question 15 – “Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement?”

The school will need to ensure the following:

- Preparation of an Asset Management Plan – this will include maintenance and where appropriate development for example, a 5 year capital plan
- Preparation of a maintenance schedule for buildings and associated plant and fixed equipment
- Preparation and maintenance of the school's inventory of furniture and equipment. Updated with new purchases
  - Monitoring, assessment and reviewing of contracts for associated services for example building maintenance, equipment cleaning and maintenance, grounds maintenance etc.
- Review the school's use of its premises with a view to obtaining best use of its facilities by pupils and staff and community use including potential income.
- Review and update the school's insurance cover and seek professional advice as necessary to ensure appropriate insurances for the school.

The policy is to be used in conjunction with the schools

- School Critical Incident Plan
- School inventory of all physical school assets including ICT
- School contracts
- School Key Contacts list given to Barnet
- Disposals Register
- Financial Management Policy
- Health and Safety Policy
- Records of premises checks of buildings, alarms, water, fire, gas, asbestos, trees, playgrounds, electrics, kept in school office
- The school Risk Register

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2022) 'Good estate management for schools'
- ICO (2012) 'IT asset disposal for organisations'
- The Waste Electrical and Electronic Equipment Regulations (WEEE) 2013
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- School Standards and Framework Act 1998

This policy operates in conjunction with the following school policies:

- Records Management Policy
- Premises Management Policy
- Fixed Asset Register/Inventory

## **2. Roles and responsibilities**

Governing Bodies have responsibility for "their" premises and a range of other assets used to enable delivery of education. It is essential these assets are maintained to a good standard to provide the best possible environment for pupils and that the resources, capital and revenue.

The governing body is responsible for:

- Reviewing this plan and ensuring it is adhered to across the school.
- Supporting and enabling strategic decision making in relation to the estate's assets.
- Approving the disposal of assets over the value of **£1000**.
- Ensuring the responsibility of asset disposal is assigned to a member of staff with a suitable level of authority.

The Headteacher is responsible for:

- Implementing this plan in line with their statutory duties.
- Ensuring asset records are stored in line with the school's Records Management Policy.
- Co-ordinating with the Office Manager to implement the Inventory/Fixed Asset register.

The Office Manager is responsible for:

- Ensuring the Fixed Asset register/Inventory is completed in an accurate and timely manner each year by a member of the office team.
- Informing the relevant stakeholders of the progress of the school's asset management.

The site manager is responsible for:

- Maintaining the estate assets in line with their contracted duties.
- Communicating any changes to or problems with the estate assets to the headteacher.

### **3. Definitions**

For the purpose of this policy:

**Maintenance** is the process of repairing assets to standard operating conditions after poor performance or breakdown is observed. This includes the following categories of work:

- Minor works, including basic plumbing, joinery, plastering, tiling and bricklaying
- Rolling programmes of minor improvements including tarmacking, paving, removal of trip hazards and trimming trees
- Low-cost cyclical works including clearing roofs, gutters and drains

**Cyclical work** refers to routine maintenance tasks that are conducted on a regular basis. This includes the following categories of work:

- Monitoring, servicing and testing
- Ground maintenance

**Planned work** can be defined as a technique used to foresee each step in a series of separate operations, with each step being taken at the right time and in the right place, while each operation is performed with maximum efficiency.

**Capital work** is building and engineering work that creates an asset, including the construction and installation of facilities and fixtures that are part of that asset

**Assets:** An asset that has a useful life greater than one year. (Consumables used on a daily basis are not fixed assets.)

**Asset register or Inventory:** An inventory of all assets including purchase dates, and costs as available.

## **Fixed asset categories**

Fixtures and fittings: (Items which will last a number of years but not as long as the building in which they reside.)

Plant and equipment: (Items which will be used for many years.)

### **4. Asset Register/Inventory**

Each school is required to maintain an inventory of all its moveable non-capital assets with a value in excess of £1,000 and in a form that is specified by Barnet. It should also set out the basic authorisation procedures for disposal of assets.

Schools are encouraged to register anything that is portable and attractive, such as a camera or a tablet.

Schools can determine their own arrangements for assets worth less than or equal to £1,000 but must keep a register in some form.

This is maintained annually by the office team. The inventory lists all of the fixtures and fittings and equipment room by room. The inventory is used in case items need to be replaced due to fire, flooding etc

The inventory is kept on Google Drive so that it can be accessed easily

### **5. Damage of assets by staff**

In the event any assets are damaged or broken by staff, whether damaged accidentally or deliberately, the school will only be able to request payment for the damage if the employee's contract states this will be the case.

If the contract does not state that the employee will need to cover any costs, then they will not be required to do so.

The school may ask for a contribution towards the repair/replacement of the asset; however, there will be no requirement to pay.

Taking money out of pay cheques is prohibited, the staff member and school will have agreed a salary, and deviation from this will be considered a breach of contract.

If there is reasonable evidence to believe the damage has been caused deliberately, the school will treat this as a legal matter, and may receive compensation depending on the outcome of any legal proceedings.

### **6. Disposal of assets**

The best possible value should be obtained from the disposal of assets.

Assets with a carrying amount of above **£1,000** require approval from the governing body prior to disposal.

ICT devices must be recorded as being disposed of

## 7. Summary of costs – cyclical work, planned work, maintenance and capital works 2023/24

Actions	Cost			
		Responsible	When	Until
Cyclical Work				
Intruder alarms	£600	Site Manager	August 2023	2024
Play equipment inspection	£199	Site Manager	May 2023	2024
Water testing (monthly)	£744	Site Manager	March 2023	2024
Legionella test (annually)	As above	Site Manager	July 2023	2024
Water risk assessment (bi annually)	£420	Site Manager	2023	2025
Cyclical mechanical (Gas ) (annual & periodic checks)	£1361	Site Manager	March 2023	2024
Fire extinguishers	£370	Site Manager	July 2023	2024
Cyclical electrical – emergency lighting (twice annual)	£536	Site Manager	August 2023	2024
Cyclical electrical – fire alarms (quarterly)	As above	Site Manager	March 2023	2024
Fixed wire testing (every 5 years)	£2,800	Site Manager	May 2023	2028
Asbestos Survey (annually)	£500	Site Manager	2023	2024

Window cleaning	£670	Site Manager	August 2023	2024
Deep Clean	Part of cleaning contract	Site Manager	August 2023	2024
Tree Survey (every 3 years)	£196	Site Manager	May 2023	2026
Display Energy certificate (annual)	£210	Site Manager	March 2023	2024
PAT Testing (annual)	Part of a Barnet Package	Site Manager	May 2023	2024
<b>Maintenance</b>				
Repairs	£10,000	Site Manager	April 2023	March 2024
Grounds Maintenance	£3220	Site Manager	April 2023	March 2024
Pest Control (as required)	£100	Site Manager	April 2023	March 2024
Hygiene services	£765	Site Manager	April 2023	March 2024
Refuse collection	£6936	Site Manager	April 2023	March 2024
White Good replacement	£500	Site Manager	April 2023	March 2024
<b>Planned work</b>				
Minor Improvements	£5000	Site Manager	April 2023	March 2024

**Capital Works**

Summer works

£9906

Site Manager

July 2023

September 2023

## 8. Five Year Premises Plan

2023
<ul style="list-style-type: none"><li>• Decoration of the dining hall</li><li>• Decoration of 2 x Upper Junior classrooms</li><li>• Decoration of 1x Lower junior classroom</li><li>• Ball area net replacement</li><li>• Decoration of staff kitchen</li></ul>
2024
<ul style="list-style-type: none"><li>• Refurbishment of the spare room for groups and PPA</li><li>• Library – in lower junior classroom – from fund raising</li></ul>
2025
<ul style="list-style-type: none"><li>• Decoration of 4 x lower junior classrooms</li></ul>
2026
<ul style="list-style-type: none"><li>• Decoration of 3 infant classrooms off the dining hall</li></ul>
2027
<ul style="list-style-type: none"><li>• Decoration of the reception corridor classroom x 3</li><li>• Decoration of the Reception corridor</li></ul>
2028
<ul style="list-style-type: none"><li>• Decoration of 2 x upper junior classrooms</li><li>• Decoration of nursery</li></ul>
2029
<ul style="list-style-type: none"><li>• Decoration of hall</li><li>• Decoration of foyer</li><li>• Decoration of offices</li></ul>



## 9. Monitoring



This policy is monitored on a day-to-day basis by the Headteacher and Site Manager, who reports to governors about its effectiveness. This responsibility has been delegated to the Finance Committee and will be reviewed on an annual basis.

### Document Control

#### Revision History

Version	Revision Date	Revised By	Revision
1.0	Autumn 2023	Ann Pelham & Simon Reid	Written
1.2	Autumn 2023	Govs Finance & Premises	Reviewed , adopted & ratified

#### Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		Dec 2023
Chair of Governors	Clare Hegarty		Dec 2023

#### Distribution

Shared with
<ul style="list-style-type: none"><li>• Staff via school server</li><li>• Parents via Website</li><li>• Governors via committee meetings</li></ul>

Date for next review
Autumn 2024