

Asset Management Policy

Rationale

The Education Fellowship Asset Management Policy covers all matters regarding school grounds and buildings, including any static plant, fixtures and fittings. The purpose of the policy is to ensure provision of safe, good quality premises (buildings and playing fields) with sufficient suitable accommodation and facilities to enable the delivery of the Curriculum.

The policy covers the ICT infrastructure of schools but does not cover vehicles, furniture and other equipment.

Aims

The Trust will actively seek to maintain buildings, plant, ICT, fixtures and fittings to ensure continued delivery of good quality teaching and learning.

The Trust will consider the best use of devolved capital funding to achieve this aim. It will consider any new initiatives as appropriate in furtherance of this cause. The Trust will take into account the Government's Building Plan when setting priorities and making decisions.

The Education Fellowship Development Plan

Buildings and improvements which are part of the development project managed by The Trust will be covered by this policy. The Trust will monitor progress and ensure systems and procedures are in place to maintain the buildings following the handover of the school premises.

Premises Improvement Plan

The Premises Improvement Plan will be developed in conjunction with The Trust schools. The plan will set out priorities for improvement and refurbishment of sites and will form the basis for the capital works plan.

Capital Works Plan

The capital works plan identifies what work will be carried out from schools' devolved capital income. This plan will be a 3 year plan but will be updated annually to reflect any changes in requirements of schools and to match current budgets.

Policy Detail

Schools receive funding for maintaining the premises through both revenue and capital funding.

The Principal Finance Officer and school staff with delegated authority will manage:

-  The planned and reactive maintenance programme with a view to maximising the life of all buildings and plant
-  Minor works funded through the revenue budget
-  Other works identified and financed through any other funding stream

The Trusts Head Office staff and school staff will:

-  Assist in the development and maintenance of the Premises
Development plan
-  Approve priorities for expenditure of the Devolved Capital Grant through approval of the capital works plan
-  Approve bids to the LA and other agencies for major capital projects, including National Lottery or other funded proposals
-  Monitor all expenditure on premises

The Trusts Finance Committee will have final approval of the capital works plan as part of their responsibility for budget management.

The Trust will manage or oversee all Capital projects.

Monitoring and evaluation

This policy will be monitored through:

-  Annual inspection of school premises
-  Regular feedback from Health and Safety group
-  Feedback from The Trust forums

Evaluation of the above will be discussed annually through The Trusts Finance Committee.