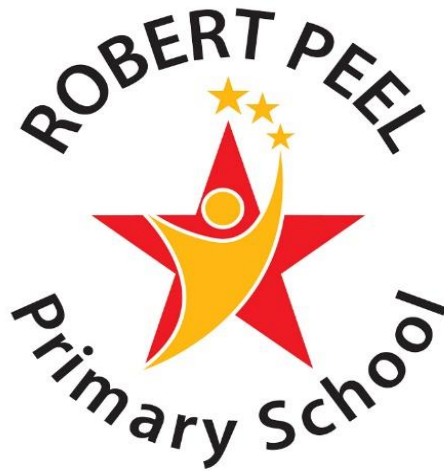


# Robert Peel Primary School

## Asset Management Policy



Date policy last reviewed: March 2023

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors Date: \_\_\_\_\_

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## **Statement of Intent**

Here at Robert Peel Primary School, we want to ensure that our asset management aligns with the estate strategic vision and meets our statutory obligations.

This policy has the full approval of the Governing Body and is reviewed regularly.

The purpose of this policy is to:

- Provide guidance for staff when dealing with the purchase and disposal of fixed assets.
- Provide guidance for staff on other aspects of fixed asset accounting such as depreciation and revaluation.
- Define the treatment of non-current, current, tangible and intangible assets.
- Provide a basis for a uniform and systematic approach to asset management.

The policy is to be used in conjunction with the school's Fixed Asset Register (FAR).

## 1. Legal Framework

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

- The Data Protection Act 2018 (DPA)
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2022) 'Good estate management for schools'
- ICO (2012) 'IT asset disposal for organisations'
- The Waste Electrical and Electronic Equipment Regulations (WEEE) 2006

This policy operates in conjunction with the following school policies:

- Records Management Policy
- Premises Management Policy
- Fixed Asset Register
- Data Protection Policy
- Premises Policy including Health & Safety
- Risk Assessments

## 2. Roles & Responsibilities

The Governing Body is responsible for:

- Reviewing this policy 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 £1,000.
- 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 policy in line with their statutory duties.
- Ensuring asset records are stored in line with the school's Records Management Policy.
- Ensuring the school's asset management is budgeted comprehensively and regularly.
- Ensuring the Premises Management Plan is accurate and reviewed in a timely manner.
- Ensuring the FAR is comprehensive and up-to-date.
- Informing the relevant stakeholders of the progress of the school's asset management.

The member of staff assigned to oversee asset disposal is responsible for:

- Maintaining an awareness of the assets leaving the school.
- Ensuring personal data stored on any assets leaving the school is identified.
- Recognising who is responsible for erasing personal data on any assets.

The Site Agent 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 purposes and operations laid out in this policy, the school will observe the following definitions:

**Capitalisation** – The addition to the balance sheet of an amount attributed to an asset which has come into the school's possession via purchase or donation.

**Fixed assets** – An asset that has a useful life greater than one year. Consumables used on a daily basis are not fixed assets.

**FAR** – An inventory of all fixed assets including purchase dates, depreciation rates, net book values and depreciation.

**Grant** – Funds given to the school by a third party to purchase unspecified fixed assets.

**Recoverable amount** – The proceeds received when an asset is disposed of.

### 4. Fixed Asset Register (FAR)

The school will maintain a comprehensive and accurate list of the school estate's fixed assets on the school's FAR.

The Headteacher will use the FAR to ensure the school effectively utilises its assets and plans for replacements, as necessary.

The school's fixed assets will be separated into the following categories on the FAR:

- ICT equipment
- Fixtures and fittings or high value
- Equipment
- Leasehold items

The FAR will record:

- Description
- Type/model
- The acquisition date of the asset.
- The value of the asset.
- The asset's location.

### 5. Premises Management Plan

The Headteacher will create, hold and update as necessary, a Premises Management Plan for the school estate's assets and share it with all relevant stakeholders.

The plan will detail and prioritise the actions to be taken to fulfil the estate strategy.

The Headteacher will ensure they receive input on the plan from all relevant stakeholders and from individuals with organisational and/or managerial responsibilities, including organisations with professional expertise in operational and property-based activities.

The plan will:

- Set out the asset management implementation strategy - how building and maintenance work will be actioned and prioritised.
- Identify all relevant policies and procedures.
- Describe the decision-making arrangements, reporting structures and responsibilities of the stakeholders.
- Ensure asset acquisition, maintenance and other activities each possess a clear purpose.
- Ensure that all activities have a specific purpose, e.g. all operational activities are undertaken to achieve a known outcome and do not waste resources.
- Ensure all estate activities, and those individuals undertaking them, effectively coordinate with one another.

The school will use the plan to ensure the school's asset management aligns with the strategic estate vision and meets its statutory and educational objectives.

The Headteacher will ensure that maintenance to the school estate's assets is fully budgeted and completed in a timely manner.

## **6. Accounting**

The Headteacher will ensure the school's accounts remain up-to-date and comprehensive.

## **7. Revaluation of Assets**

The school will revalue leases as they come to an end.

## **8. 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 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 or replacement of the asset; however, there will be no requirement to pay. The school will not take money out of staff pay to fund repair or replacement of an asset.

If there is reasonable evidence to believe the damage has been caused deliberately, the school will treat this as a breach of their contract and deal with through the school's disciplinary process.

## **9. Disposal of Assets**

The school will assign the responsibility for asset disposal to a member of staff with a suitable level of authority.

The school will try to obtain the best possible value from the disposal of assets, where applicable.

A full inventory will be completed of all ICT equipment that has been marked for disposal, with a clear understanding of what will happen to equipment once disposed of, e.g. if it will be recycled.

A risk assessment will be undertaken prior to disposal that considers:

- The personal data that is stored on the ICT equipment.
- Who will be responsible for securely erasing any personal data contained on the equipment.
- The security vulnerabilities associated with each possible method of disposal.
- How the equipment will be disposed of, including any third parties involved in the disposal process.
- Adherence to any applicable legislation, e.g. WEEE.

All data on ICT equipment will be erased fully and made inaccessible to others, in line with the school's Data Protection Policy, prior to its disposal.

The Headteacher and ICT technician will decide if personal data can be securely erased within the school, or if a specialist provider is necessary.

Where the school uses a specialist service provider to erase data prior to disposal, the school will choose a provider that provides sufficient guarantees about its security measures. The school recognises that the provider will be considered a 'data processor' under the DPA and a written contract will be drawn up with the data processor that ensures an appropriate level of security is in place, with the following included in the contract:

- Explicit direction on the services to be undertaken and that the provider can only act in accordance with the school's instruction
- An approved specification for ICT asset disposal aligned to this policy
- Where applicable, full details of all downstream partners involved in the service; any downstream partner contracts should include the same data controller specification for ICT asset disposal as the minimum service level to be met

Where ICT equipment is handed to a third party, a written record will be kept of who has received the equipment.

Assets with a carrying amount of above £1,000 will require approval from the Governing Body prior to disposal. A Disposal of Asset Form is available in [Appendix A](#).

The loss or profit will be recorded as follows:

- Profits on disposal of fixed assets will be included in the income and expenditure account under 'profit or loss on sale of fixed assets'
- Losses on disposal of fixed assets will be treated as additional depreciation
- Lost or destroyed assets replaced by insurance proceeds will be removed from the FAR. Any profit or loss will be recognised in the income and expenditure account under 'profit or loss on sale of fixed asset'. The replacement asset is capitalised at cost in the normal manner

## **10. Monitoring & Review**

This policy will be reviewed on a three year basis by the Governing Body and Headteacher.

Any changes to this policy will be communicated to all staff members and relevant stakeholders.

## Appendix A – Disposal of Asset Form

<b>Asset to be disposed of</b>	
<b>Reason for disposal</b>	
<b>Residual value</b>	
<b>Action to be taken</b>	
<b>By whom</b>	
<b>Date</b>	

### Office use only

<b>Value obtained for item</b>	
<b>Fund</b>	
<b>Original cost</b>	
<b>Grant received for original purchase</b>	
<b>Removed from fixed asset register</b>	
<b>Removal date</b>	