



Believing and Achieving Together

Signed:

Date: March 2023

Review: March 2025 or sooner if required

Asset Management System

We have in place an asset management system that manages the school's assets such as furniture, electronic equipment and teaching and learning resources. It highlights when items should be serviced or replaced as well as keeping them safe and secure.

We believe the asset management system provides factual information for school staff, auditors, insurance surveyors and the police and predicts future expenditure for the GB and the SLT when making decisions on replacing or updating equipment.

Aim:

- To have in place an asset management system that manages the school's assets.

Procedures:

Role of the Governing Body

- The GB has delegated the responsibility of asset management to the Headteacher.

Role of the Headteacher

- The Headteacher is responsible for the development of an asset management system by considering:
 - the procurement of equipment;
 - the use of an inventory;
 - the method of marking equipment;
 - the identification of equipment;
 - portable appliance testing;
 - the servicing of equipment;
 - warranties and guarantees;
 - the recycling and disposal of equipment;
 - informing staff of the system.

Role of School Personnel

- School personnel are asked to report any equipment that needs to be replaced or repaired.

Equipment Inventory

- The Inventory will be divided into the following categories:
 - electrical equipment
 - ICT equipment
 - furniture

- teaching and learning resources.
- The Inventory will record for each piece of equipment:
 - description;
 - serial number;
 - location;
 - details of marking;
 - security marking;
 - the name of the person responsible for its use;
 - the date of the last PAT;
 - warranties or guarantees;
 - name and details of the supply/manufacturer;
 - cost of purchase;
 - date of repair;
 - date of disposal.

Disposal / Recycling Equipment

- At all times we will consider recycling equipment within school or contacting a recycling firm to dispose of the out of date equipment in a managed way.

Monitoring the Effectiveness of this Policy

- Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the GB.