

**Ysgol Uwchradd Y Frenhines Elisabeth
Queen Elizabeth High School**



Moving Forward Together

ASSET MANAGEMENT POLICY

Full Governing Body

Date established by Governing Body: 16th November 2016

Responsible Person – Mr N. Cooke

Designated role – Business Manager

Chair of Governors signature – *Jeremy Griffith*

Date – 13/11/2023

Review Date: Autumn Term 2024

Policy Version Control

Version	Date	Page	Section	Reason for review	Summary of amendment	<u>Chair of Governor's signature</u>
1	14/11/18	1 1	Procedures Appendix 1	BM appointment	Reference to Parago Addition of equipment	<i>Helen Starkey</i> 14/11/2018
2	3/2/2021	-	-	Usual two yearly review cycle	No amendments	<i>Helen Starkey</i> 3-2-2021
3	13/09/22		Front Cover	New CoG	New CoG	<i>Jeremy Griffith</i> 28/09/2022
3	13/09/22		Appendix 1	School no longer operates 6 th Form Cafe	Removal of reference to 6 th form café and equipment	<i>Jeremy Griffith</i> 28/09/2022

PURPOSE

In accordance with the requirements of the Financial Procedures Rules for Schools of Carmarthenshire County Council, the Governing Body has an Asset Management Policy, which includes policies on the use, maintenance and development of the School's assets, together with details of procedures and responsibilities. It should be read in conjunction with the school's Purchasing Policy.

The main purpose of the policy is to implement the principles of 'Best Value', i.e. to make efficient and effective use of funding by ensuring that portable equipment, in particular, furniture, electrical equipment and sports equipment worth above £100 per unit [see appendix 1 for more details], are annually accounted for, regularly maintained, and replaced and updated at appropriate intervals.

PROCEDURES

- Subject Leaders are to work with administrative staff in order to maintain an inventory of items worth £100 or more which is to be updated annually;
- The Systems Managers are to be responsible for maintaining and annually updating a whole school inventory and conducting regular audits and updates, using "Asset Manager", cloud based Parago.
- The Business Manager will:
 1. Report to the Head and Governors on the implementation of the procedures, including an annual report to the Business Operations Committee on any disposals which have occurred;
 2. Liaise with Subject Leaders and Systems Managers to produce and maintain a whole school inventory of assets containing accurate lists of equipment held throughout the school, copy of inventory to be kept on Parago
 3. Carry out regular audits of equipment usage and storage.

LOANING OF EQUIPMENT TO STAFF

Staff may take home suitable and relevant equipment if it assists in lesson preparation or for any other reason that furthers a pupil's education. Any such loan must be logged into and out of the Office.

SECURITY MARKING

All items of equipment valued at more than £100 must be security marked.

A centralised register of assets is stored in a bespoke computerised system, "Asset Manager" which is updated regularly and maintained by the Systems Manager.

METHOD OF DISPOSAL

Items must be disposed of in a manner, which is most economically beneficial to the School. Account must be taken of:

- Restrictions relating to the ownership of the asset - the School will be able to retain the proceeds of sale of assets except in cases where the asset was purchased with non-delegated funds (in which case it should be for the LA to decide whether the School should retain the proceeds), or the asset concerned is land or buildings forming part of the School premises and is owned by the LA; Income from the sale of assets purchased with delegated funds may only be spent on the purpose of the School. Assets bought by Schools

out of delegated funds under the Fair Funding Scheme or the previous LMS Scheme may be disposed of by Schools and the proceeds added to the School's LA budget. Donated assets should be treated in the same way unless there are specific provisions to the contrary. Where assets were originally bought out of non-delegated funds, the School will contact the LA to discuss the rights to any proceeds of the sale;

- Opportunities for utilising the asset elsewhere within the School;
- Appropriate use of tendering procedures;
- Fairness in allowing the public, employees and other parties to bid;
- Information security requirements;
- Safety requirements;
- The costs of disposal arrangements relative to the anticipated proceeds of the sale.
- A Disposal of Assets form [Appendix 2] is to be completed and passed to the Headteacher for authorisation. A copy of the form will be passed back to the Subject Leaders for filing and one will be kept centrally.

APPENDIX 1

EQUIPMENT COVERED BY THE POLICY

- ICT - PCs, laptops and associated peripherals, printers, scanners, and all other portable ICT devices; servers; cameras; electrical white boards; data projectors.
- Media Equipment
- Reprographics – Photocopiers;
- Musical Instruments and keyboards.
- Technology - Heavy fixed equipment e.g. lathes; specialist ICT equipment e.g. computerised sewing machines, plotters; specialist catering equipment.
- PE equipment - Fixed equipment in gym, sports hall – nets, bars; Portable gym equipment – mats, horses etc; Balls, bats, etc.
- Science Equipment
- Performance Venue – speakers, cables, lighting and associated equipment.
- Display Boards.
- Vehicles and Ground Maintenance equipment.

OTHER ASSETS

Other assets to be disposed of must not be in a dangerous condition. Appropriate measures should always be taken to ensure this as safety is of paramount concern.

APPENDIX 2

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DISPOSAL OF ASSETS FORM

To: Headteacher

From: _____

Subject: _____

I confirm that the following asset[s] have been disposed of in accordance with the school's Asset Management Policy:

ITEM:

MAKE/MODEL:

SERIAL NO.:

APPROX. AGE OF ITEM:

APPROX. VALUE WHEN PURCHASED:

REASON FOR DISPOSAL:

IF SOLD:

TOTAL PROCEEDS FROM SALE:

PROPOSED USE OF PROCEEDS:

Signed:

Date: