

ST PATRICK'S CATHOLIC PRIMARY SCHOOL & NURSERY



Asset Management Policy & Plan

Agreed: March 2015

Review Date: March 2018

St Patrick's Catholic Primary School & Nursery Asset Management Policy & Plan

Date	Review Date	Coordinator	Nominated Governor
		A B Goodison	Bipin Mathew

St Patrick's Catholic Primary School & Nursery has 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 Governing Body and the Senior Leadership Team when making decisions on replacing or updating equipment.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality and we believe this policy is in line with the Equality Act 2010.

Aims

- To have in place an asset management system that manages the school's assets.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body through the Premises, Health and Safety, Safeguarding Committee has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;

- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be 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
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- report any equipment that needs to be replaced or repaired
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Equipment Inventory

The Inventory will include the following categories:

- electrical equipment
- ICT equipment
- furniture
- teaching and learning resources

The Inventory for each room will record the following:

- date purchased
- Order number
- description;
- serial number;
- make/model
- cost of replacement
- date written off
- reason
- Authorised signature

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.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- staff training sessions
- health & Safety Meetings
- governors meetings

- communications with home such as newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy, we believe, is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

Within a three year cycle the effectiveness of this policy will be reviewed by the Headteacher and the Resources Committee and the necessary recommendations for improvement will be made to the Governors.

Headteacher:	Mrs A B Goodison	Date:	March 2015
Nominated Governor	Mr Bipin Mathew	Date	March 2015
Chair of Governing Body:	Mrs L Cyples	Date:	March 2015

Signed

(Headteacher) Date:

Signed

(Chair Of Governors) Date:

Signed

(Link Governor Premises & H& S) date: