

Nailsea School

**Premises & Asset  
Management Policy**

Policy start September 2016



## **Premises & Asset Management Policy**

### **1 Rationale**

- 1.1 The Governors are responsible for the assets held within the Academy, both in terms on the building stock, and other fixed assets within the school. There is a responsibility on governors to ensure that the assets of the academy are recorded, managed and maintained to a high standard. The Governors have devolved the responsibility for monitoring the schools assets to its Resources Committee.
- 1.2 This policy covers assets on conversion to Academy in addition to assets purchased and disposed of during the course of its operations.

### **2 Purpose**

- 2.1 To ensure that all assets are properly recorded and accounted for in the Fixed Asset register, to ensure that these are recognised within the school's financial accounts, and represent a true and fair view of the Academy's financial position.
- 2.2 To describe the responsibilities of staff and Governors in the management of school premises and other fixed assets.

### **3 Guidelines**

- 3.1 It is the Head teacher's responsibility to secure the funds and the assets of the school, which extend to the prevention of loss through fraud and irregularity. In addition, Governors are also responsible for preventing such losses of public funds, increasing the need for awareness of the risk of fraud and irregularity occurring within their organisations, and address this risk by putting in place appropriate controls in place to minimise this risk.
- 3.2 In order to minimise this risk, a system must be in place for all assets owned or purchased by the school should be verified and recognised within the Fixed Asset Register, and any disposals recorded at the point of purchase or disposal, to ensure that at any time. This will not only give assurance to the Governors, but will enable an accurate balance sheet position to be available.
- 3.3 The school will take all reasonable measures to ensure that the school's assets are kept safe and maintained to a high level, and that where assets are disposed of, consideration is given to the most appropriate way of achieving this for optimum benefit to the school.
- 3.4 The detailed procedures for the purchase and disposal of assets to secure the collection of all debts are outlined below and should be followed by all school staff.

### **4 Procedures**

#### **4.1 Introduction and delegated limits for the acquisition and disposal of Fixed Assets;**

- 4.1.1 The school, as an Academy can dispose of any other fixed asset without EFA's prior approval, with the exception of land, buildings and heritage assets. Trusts must ensure that any disposal achieves the best price that can reasonably be obtained, and maintains the principles of regularity, propriety and value for money. This can involve public sale where assets have a residual value. has authority to purchase or dispose of fixed assets without agreement by the EFA, subject to the clauses detailed below, as set out in the Academy's Financial Handbook 2016;

4.1.1.1 Academy trusts must seek and obtain prior written approval from the EFA, for the following transactions:

4.1.1.1.1 acquiring a freehold on land or buildings;

4.1.1.1.2 disposing of a freehold on land or buildings; and

4.1.1.1.3 disposing of heritage assets beyond any limits set out in the trust's funding agreement in respect of the disposal of assets generally. Heritage assets are assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture, as defined in applicable financial reporting standards.

## 4.2 Maintenance of Buildings

4.2.1 The Governors will ensure that the school's buildings are maintained to a high standard, in order to prevent both devaluation of the asset and any additional costs which may be incurred through not effectively managing and maintaining the asset.

4.2.2 Service contracts and/or documented checks, such as PAT testing or fire alarm checks, should be in place to cover all mechanical and electrical equipment, adhering to any requirements of warranties/insurance requirements. All records of such contracts and checks should be retained for warranty/insurance purposes for a period of 6 years.

4.2.3 Any equipment or asset failures, damage etc should be logged by a member of staff on the 'Every/Property Prefect' system for a member of the site team to investigate. Any actions are logged on the system for reference.

## 4.3 Purchasing of Fixed Assets

4.3.1 All assets purchased, over the delegated limits as set out in the Financial Systems and Procedures Policy (currently £1,000), or assets purchased as a group with a combined value above the delegated limit, or 'desirable' items should be recorded at the point of purchase on the asset register. Finance will, on receipt of the purchase order from the budget holder, notify the Assistant Business Manager (Operations) to update the Fixed Asset register with the purchase information. Copies of invoices will be retained to support the entry in the Fixed Asset Register.

4.3.2 Assets will be depreciated by class of asset, in accordance with the depreciation policy, as specified in the Financial Systems and Procedures Policy.

## 4.4 Disposal of Fixed Assets

4.4.1 Any assets which are not deemed as being required by the Academy (with the exception of Land & Buildings which need EFA approval) should be disposed of, and where there is a residual value, the school must ensure that any disposal maintains the principles of regularity, propriety and value for money, which may involve public sale where the assets have a residual value.

4.4.2 When assets are required to be disposed of, it is the responsibility of the Budget Manager to notify the Business Manager or Assistant Business Manager (Operations), who should decide on the most appropriate method of disposal in the best interests of the Academy. The disposed asset, date of sale, and any sale value should be recorded on the Fixed Asset register at the point of disposal.

- 5.1 This policy will be reviewed bi-annually, and is due for review by September 2018.
- 5.2 This policy will be reviewed by the Business Manager and the Resources Committee.

## **6 Related Documents**

- 6.1 Academies Financial Handbook 2016; Annual insurance schedules & certificates/ RPA Documentation