

ST JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL

School Mission Statement

“Learning and Growing Together in Christ”

“As a Catholic School we aim to develop a Christian Community which believes in and affirms the dignity and value of the individual and encourages its members to develop their potential in terms of knowledge, understanding, spiritual, moral, cultural and physical awareness”.

ST JOHN LLOYD
CATHOLIC SCHOOL



ASSET MANAGEMENT POLICY

Approved by Governors: 30th November 2016

Reviewed: 10th December 2020

1. Introduction

Any organisation's assets are of prime importance and contribute to the effectiveness and efficiency of the establishment. Therefore, structures and procedures must be in place to ensure efficient management, use, maintenance and development of the assets.

St. John Lloyd has a wealth of assets, which support and enrich the educational provision. Assets include furniture, specialist equipment in some subject area, ICT hardware and peripherals and audio and visual equipment.

This document outlines the school's structures as far as asset management is concerned. It is a developing document, which is revised on an annual basis based on monitoring and following whole staff discussion.

The School will maintain an accurate register of assets.

2. Asset purchasing

St. John Lloyd School has an obligation to ensure value for money when purchasing goods and services. The school predominantly uses The Consortium for Purchasing and Distribution, as it's main supplier.

The Headteacher is entitled, within budgetary constraints, to purchase items up to the value of £5,000 without consultation with the Governors. This is permitted if it is within the formulated budget and expenditure plan.

Information on any one-item expenditure/or collective value over £5,000 will be presented to and agreed by the Full Governing Body Meeting or the Finance Sub-Committee.

For assets purchased up to the value of £10,000 the individual responsible for authorising the Official Order/CPD System (The Headteacher) must be satisfied that reasonable care has been taken to obtain goods or services of adequate quality and at a competitive price.

For expenditure over £10,000 the Financial Procedure Rules of schools' handbook is consulted and adhered to.

The Headteacher, Deputies and Bursar are the authorised signatories for purchasing.

3. Inventory management and stocktaking

The school's Headteacher is required to ensure appropriate records of the school's assets are kept.

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Annually the school's staff compile/update their class list of assets i.e. furniture, ICT equipment, audio and visual equipment and other items. The office records the assets in all other areas of the school.

The Headteacher is responsible for monitoring and verification of the inventories. The office manually checks the forms and verifies that the assets are located in the relevant rooms. The Headteacher arranges that items, which have been disposed of, and the manner in which they are disposed of be recorded.

All valuable and portable items are security marked.

4. Temporary removal of equipment/personal use of school equipment

The Headteacher has been delegated the power by the Governing Body to approve personal use of school equipment. This could include cameras, sport equipment, audio and visual equipment and art and craft resources.

The staff member using the equipment will be required to sign the appropriate book noting when the equipment is removed and returned. The Headteacher will ensure that the equipment is returned in good condition.

The school's 'After School Clubs' have been given permission to use some of the school's assets. The club leaders ensure that all assets are used appropriately and returned to the appropriate rooms.

Removal of Hardware

Computer equipment is only allowed to be taken home by staff to perform their job functions following specific authorisation from the Headteacher. All members of staff are reminded that reasonable security measures are taken to protect all items of hardware taken off School premises from risks such as accidental damage and theft.

5. Security

The Headteacher is responsible for maintaining proper security, custody and control at all times for buildings, furniture, equipment, cash, incoming and outgoing mail and other assets appertaining to St. John Lloyd School. The school will endeavour to ensure that as far as is possible that all the school's assets are secure.

- CCTV cameras protect the school.
- The school has an intruder alarm fitted connected to a call centre. This has an automatic check every day by the centre. The caretaker checks the school and sets the alarm each evening.
- The school has invested in door locks on main entrances and other designated entrances are locked part of the time during the school day.

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- When visitors arrive they are asked to sign the Visitors Book and taken to the relevant department/office.
- Goods are delivered to the school and signed for on receipt. They are adequately safeguarded from the moment the school takes delivery of them.

6. School Minibus

The school operates its own minibus as a purely privately owned vehicle, carrying passengers without any element of ‘fare contribution’. This frees the school from permit or PSV legislation.

The minibus has an annual MOT test and a general mechanical check every twelve weeks, which are conducted by the County Testing Station.

The minibus is furnished with seat belts.

The minibus is insured via the LEA.

Mileage for each journey is recorded and fuel is purchased with petty cash as and when required. As far as possible, fuel consumption and recorded mileage are compared to ensure value for money.