St John Lloyd RC Primary School

Asset Management Policy

Policy Title: Asset Management Policy
School: St John Lloyd RC Primary School
Approved By: Governing Body
Policy Owner: Headteacher
Responsible Officer: Office Manager
Review Frequency: Annually
Next Review Date: 2027/8

1. Purpose

St John Lloyd RC Primary School is committed to ensuring that all school assets are properly recorded, safeguarded, maintained, used effectively, and disposed of appropriately.

This policy aims to:

- Protect school assets from loss, theft, misuse, or damage.
- Ensure compliance with Local Authority financial regulations and school governance requirements.
- Provide accountability for the use of public funds.
- Support accurate financial reporting and audit requirements.
- Maximise the value and lifespan of school assets.

2. Scope

This policy applies to all school-owned assets including:

- ICT equipment (laptops, desktops, tablets, servers, interactive screens).
- Audio visual equipment.
- Furniture and fixtures.
- Teaching resources and specialist educational equipment.
- Grounds maintenance equipment.
- Security systems.
- Assets purchased through delegated budgets, grants, PTA funding, donations, or other funding sources.

3. Definition of an Asset

For the purpose of this policy, an asset is:

- Any item with a purchase value exceeding **£500**, or
- Any item considered portable, attractive, or vulnerable to theft regardless of value.

Examples include:

- Laptops
- iPads and tablets
- Mobile phones
- Cameras
- Projectors
- Interactive whiteboards
- Specialist educational equipment

4. Asset Register (Live Document)

The school shall maintain an Asset Register containing:

- Asset number (where applicable).
- Description. (where applicable).
- Make and model (where applicable).
- Serial number.
- Custodian (where applicable).
- Condition
- Disposal date
- Disposal method

The Asset Register shall be maintained by the Office Manager and reviewed annually.

5. Asset Identification

All applicable assets will be:

- Recorded on the Asset Register.
- Marked with a school asset label where practical.

The asset reference should be linked to supporting purchase documentation and inventory records.

6. Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring appropriate controls are in place.
- Monitoring asset management arrangements.
- Reviewing significant losses, disposals, and donations.
- Ensuring public assets are used effectively.

Headteacher

The Headteacher is responsible for:

- Overall management of school assets.
- Ensuring compliance with this policy.
- Authorising asset disposals and donations.
- Reporting significant losses to Governors.

Office Manager

The Office Manager is responsible for:

- Maintaining the Asset Register.
- Recording acquisitions and disposals.
- Managing inventory records.
- Coordinating annual asset verification checks.

Staff

All staff are responsible for:

- Safeguarding assets under their control.
- Reporting loss, theft, or damage immediately.
- Using school assets appropriately and responsibly.

7. Security and Safeguarding of Assets

The school will:

- Secure buildings through appropriate locking arrangements.
- Maintain alarms and security systems.
- Restrict access to sensitive equipment and records.
- Store portable devices securely when not in use.
- Ensure ICT equipment is password protected.
- Apply appropriate cyber security and data protection controls.

Any theft or suspected theft shall be reported immediately to the Headteacher.

8. Annual Asset Verification

A physical asset check shall be undertaken annually to:

- Verify assets remain in school ownership.
- Confirm asset locations.
- Update condition records.
- Identify missing, damaged, or obsolete assets.

- Confirm Asset Register accuracy.

Results shall be reviewed by the Headteacher and reported to Governors where necessary.

9. Loss, Theft and Damage

Any loss, theft, or significant damage must:

1. Be reported immediately to the Headteacher.
2. Be recorded in an incident log.
3. Be investigated where appropriate.
4. Be reported to insurers where required.
5. Be reported to the Governing Body if significant.
6. Result in updates/ removal to the Asset Register.

10. Asset Disposal Procedure

10.1 Principles

The school will ensure that all asset disposals are:

- Properly authorised.
- Recorded
- Compliant with financial regulations.
- Conducted in a secure and environmentally responsible manner.
- Free from personal gain or conflicts of interest.

No member of staff may remove school property without formal approval. I teach are responsible for all ICT disposal as part of SLA

10.2 Identification of Assets for Disposal

Assets may be considered for disposal where they are:

- Obsolete.
- No longer required.
- Beyond economical repair.
- Replaced as part of an approved procurement process.
- Unsafe or unsuitable for continued use.

10.3 Authorisation

The Headteacher must authorise all asset disposals.

Where the estimated value exceeds **£1,000 (non-ICT)**, approval should be reported to and recorded by the Governing Body or appropriate committee

10.4 Approved Disposal Methods

Assets may be disposed of by:

- Trade-in against replacement equipment.
- Sale through approved channels.
- Recycling through approved contractors.
- Disposal as waste through authorised providers.
- Donation where permitted under this policy.

10.5 Recording Disposals (on Assets sheet)

The following information shall be recorded:

- Asset number.
- Description.
- Disposal date.
- Disposal method.
- Sale proceeds (where applicable).
- Authorising officer.

Records shall be retained for a minimum of six years.

11. Asset Donation Procedure

11.1 Principles

The school may donate surplus assets where doing so supports educational, charitable, or community benefit.

All donations shall:

- Be properly authorised.
- Be transparent and documented.
- Demonstrate value for money.
- Be free from conflicts of interest.

11.2 Eligible Recipients

Assets may be donated to:

- Other schools.

- Educational projects.
- Registered charities.
- Parish organisations.
- Community groups.

11.3 Approval of Donations

Before donation:

1. The asset must be assessed as surplus to school requirements.
2. Approval must be given by the Headteacher.
3. Donations exceeding an estimated value of **£1,000** must be reported to Governors.
4. The donation must be fully recorded in the Asset Register.

No asset may be donated directly to staff, governors, or their immediate family members without Governing Body approval and a documented declaration of interest.

12. ICT Assets and Data Security

Prior to disposal, transfer, recycling, or donation of ICT equipment:

- All personal and school data must be securely erased.
- Devices must be reset to factory settings.
- Licensed software must be removed where required.
- Evidence of data destruction should be retained.

The school shall comply with data protection requirements at all times. I Teach are responsible through SLA.

13. Insurance

The school will ensure:

- Assets are appropriately insured.
- Significant acquisitions are notified to insurers where required.
- Claims are submitted promptly following loss or damage.
- Insurance records remain current and accurate.

14. Monitoring and Reporting

The Office Manager shall prepare an annual summary including:

- Newly acquired assets.

- Assets disposed of.
- Assets donated.
- Missing assets.
- Insurance claims.
- Asset verification outcomes.

Appendix 1 - Asset Disposal / Donation Record

Asset Number: _____

Description: _____

Location: _____

Reason for Disposal/Donation: _____

Estimated Value: _____

Method (Sale / Recycle / Trade-In / Donation): _____

Recipient Organisation (if applicable): _____

Approved By (Headteacher): _____

Date: _____

Recipient Signature (where applicable): _____

Approval

Headteacher: _____

Chair of Governors: _____

Date Approved: _____

Review Date: _____