

# Aspirational Futures Multi Academy Trust



## Asset Management Plan

Aspirational Futures Multi Academy Trust Wide Policy

April 2024

### Document Control

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### Version Control

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## **1. Statement of intent**

Aspirational Futures Multi Academy Trust has a duty to ensure that buildings under its control comply with the statutory and regulatory standards, and to secure the health and safety of all members of the trust community.

We want to ensure that our asset management aligns with the estates strategic vision and meets our statutory obligations. This plan sets out the trust's priorities for investing in its assets for the next five years.

The guiding principles for this plan are to:

- Set out how building work and maintenance will be prioritised.
- Identify all policies and procedures related to the estate.
- Describe decision making arrangements, reporting structures and responsibilities.
- Ensure that activities have a specific purpose.
- Ensure effective coordination and management of all estate activities.
- Bring together all land and building related data.
- Make the most effective use of the trust's funds and resources.
- Develop the school environment to support the teaching and learning experience.
- Find long-term solutions.
- Find solutions that support sustainability and minimise negative impact on the environment.

This plan does not replace or override specific procedures. It is intended to provide an overview of the principles to which the trust will adhere in its approach to asset management planning. This plan is also a working document and will be reviewed and updated annually to reflect actual work completed and the trust's changing priorities.

## **2. Legal framework**

This plan has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2022) 'Good estate management for schools'
- ICO (2012) 'IT asset disposal for organisations'
- The Waste Electrical and Electronic Equipment Regulations (WEEE) 2013
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- School Standards and Framework Act 1998

## **3. Roles and responsibilities**

The Board of Trustees is responsible for:

- Reviewing this plan and ensuring it is adhered to across the trust's schools.
- Supporting and enabling strategic decision making in relation to the estate's assets.
- Approving the disposal of assets over the value of £5,000.
- Ensuring the responsibility of asset disposal is assigned to a member of staff with a suitable level of authority.

The headteacher in each school is responsible for:

- Implementing this plan in line with their statutory duties.
- Ensuring asset records are stored in the school.
- Coordinating with the SBM to implement the Asset Management Plan.

The SBM/Bursar is responsible for:

- Ensuring the school's asset management is budgeted comprehensively and regularly.
- Ensuring the Asset Management Plan is completed in an accurate and timely manner.
- Informing the relevant stakeholders of the progress of the school's asset management.

The site/premises manager is responsible for:

- Maintaining the estate assets in line with their contracted duties.
- Communicating any changes to or problems with the estate assets to the headteacher.

#### **4. Definitions**

For the purpose of this plan **“reactive maintenance”** is the process of repairing assets to standard operating conditions after poor performance or breakdown is observed. This includes the following categories of work:

- Minor works, including plumbing, joinery, plastering, tiling and bricklaying
- Rolling programmes of minor improvements including tarmacking, paving, removal of trip hazards and trimming trees
- Low-cost cyclical works including clearing roofs, gutters and drains

**“Cyclical work”** refers to routine maintenance tasks that are conducted on a regular basis. This includes the following categories of work:

- Decoration
- Flooring including carpets and vinyl
- Curtains and blinds
- Monitoring, servicing and testing
- Ground maintenance

**“Planned work”** can be defined as a technique used to foresee each step in a series of separate operations, with each step being taken at the right time and in the right place, while each operation is performed with maximum efficiency.

**“Capital work”** is building and engineering work that creates an asset, including the construction and installation of facilities and fixtures that are part of that asset.

## **5. Key Themes and Drivers**

### **Strategic Approach**

In order to invest effectively in its assets, the trust will adopt a long-term strategic view. This will entail:

- Using data from the schools' conditional reports (produced September 2023) to prioritise the work required over the next three years).
- Seeking the opinion of SLT and LGB with regards to prioritised work and discussing how individual solutions should be reached.
- Considering the future requirements of the schools and anticipating changes to government policy, statutory and legal obligations, and pupil numbers.
- Making informed judgements about future financial capacity for capital and revenue expenditure.

### **Health & Safety**

The health, safety and wellbeing of users of the schools within the trust remain of the highest priority. This will include focus on:

- Security
- Access
- Checking, reporting and maintenance procedures for school buildings and equipment.

### **Value for Money**

The trust will seek value for money in all aspects of asset management, including:

- Reviewing contracted services.
- A robust and creative approach to procuring services (e.g. more competitive tendering, joint procurement with schools, partnership arrangements).
- Reducing reactive maintenance costs by packaging works and investing in long term solutions. This will be driven by improved analysis of reactive work.

### **Sustainability**

The trust will seek solutions that are environmentally sustainable where this is financially viable or beneficial, such as:

- Investigating investment in energy efficiency.
- Using or changing to low impact processes and materials.
- Reducing consumption of energy, water, consumable and other materials.

## **6. Reactive Maintenance**

This includes the following categories of work:

- Minor works.
- Rolling programmes of minor improvements.

- Low cost cyclical works e.g. clearing roofs, gutters and drains.

#### **7. Programme of cyclical works**

These include the following categories:

- Decoration (internal and external).
- Monitoring, servicing and testing.
- Ground maintenance.

#### **8. Asset management implementation strategy**

Aspirational Futures Multi Academy Trust is committed to managing its property assets efficiently and effectively. The appropriate use of property assets in the right locations can make the difference between good and poor service delivery.