

PLASHET SCHOOL



Working together to promote & celebrate achievement

Asset Management Plan

Applicable from 17th May 2024

A handwritten signature in black ink, appearing to read 'Irene Papadopolou'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Signed:
Chair of Governors**

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Introduction

Rationale

The aim of this asset management plan is to set out the vision and objectives for the maintenance and development of the Plashet School site, in accordance with the recommendations contained within the Department of Education's guidance on Good Estate Management for Schools.

At Plashet, our vision is to maintain a healthy and safe built environment that aligns with our School Improvement Plan and supports students and staff to maximise academic progress and personal development.

We recognise and abide by all central government legislative and statutory requirements as they apply to health and safety and the management of the assets in our care, along with the edicts, expectations and limitations imposed upon us by our landlord and employer, the London Borough of Newham, to whom we are locally accountable.

We believe that the provision of a clean, safe and well-maintained school environment plays an intrinsic part in helping to aid the development of confident, kind, hopeful and hardworking young people, through the delivery of an outstanding curriculum and the provision of learning opportunities and experiences to support our students to thrive at school and beyond.

We look to obtain best operational value from the school site and buildings in order to ensure we can achieve high standards in the following five areas:

- Sufficiency (i.e. enough classrooms and specialist spaces to meet the school and local needs)
- Suitability (i.e. fitness for purpose in terms of size, shape and climate)
- Condition (i.e. maintenance and decoration)
- Accessibility (particularly for protected groups)
- Safety and security

Responsibilities

Head Teacher

The Head Teacher is responsible for ensuring that:

- A. There is an appropriate organisation within the school for implementing the Asset Management Plan.
- B. Sufficient resources are allocated to enable the school assets to be successfully managed.
- C. The provisions set out in the Asset Management Plan are implemented and reflect the vision outlined in the school improvement plan.
- D. Inspection reports as they pertain to the Asset Management Plan are dealt with in appropriate manner.
- E. Training needs as they relate to asset management are identified and met, and appropriate records are retained.
- F. Assessments for all risks to the assets are carried out and the significant findings recorded, with appropriate preventative measures being taken.
- G. Liaison is carried out with appropriate LBN staff and other central government officials/surveyors such as those carrying out Condition Data Collection Surveys.
- H. The school complies with all legal responsibilities relating to the management of its assets, including health and safety law and other relevant laws and regulations, planned preventative maintenance and statutory inspection and testing.
- I. The school accesses or applies for all available funding streams which will assist in effective asset management.

- J. The school maintains strategic oversight of factors which may affect its financial ability to maintain its assets as a viable going concern, including but not limited to the demographics of the local area, birth rate and Published Admissions Numbers.

School Business Manager

The responsibilities of the School Business Manager are as follows:

- A. To manage and report to the Head Teacher and Governing Board on any matter relating to asset management for which they have direct or delegated responsibility for. These include but are not limited to site and system compliance, procurement, budget setting and monitoring, premises management, health and safety, security, cleaning, catering, devolved capital projects, ICT admin systems, managed print, lettings and HR.
- B. To line manage and work with the School Premises Manager to ensure effective asset management on any matter for which she/he has direct or delegated responsibility for and to ensure that the day to day short term management of the school's assets continue as intended.
- C. To maintain an Asset Register on behalf of the school.
- D. To maintain a medium and long-term plan for asset management, classifying works by the five criteria highlighted above: sufficiency, suitability, condition, accessibility, safety and security.
- E. To achieve good value in procurement so that this can help school achieve its medium and long-term plans with regard to asset management.
- F. To maximise income from rental opportunities of the school's assets in order to generate supplementary income, which can then be invested towards helping the school achieve its medium and long-term plan with regard to asset management.
- G. To oversee the school lettings business as required, ensuring risks to the school's assets are managed effectively.
- H. To assist the Head Teacher in identifying and applying for all funding streams which will assist in effective asset management.
- I. To assist the Head Teacher in ensuring school maintains strategic oversight of factors which may affect its financial ability to maintain its assets as a viable going concern.

Premises Manager

The Premises Manager has an important role in the Asset Management of the school, as does the site team. These are as follows:

- A. Conducting regular, scheduled visual inspections of the school estate to monitor its condition and any risks to the structure or its occupants and to identify issues with our buildings and infrastructure that impact the learning and development of students.
- B. Reporting observations made during inspections to the School Business Manager and instructing contractors or colleagues to address the above.
- C. Arranging all periodic planned and preventative maintenance that falls within their remit to ensure building fabric and building systems condition is maintained.
- D. Arranging all statutory inspections that fall within their remit to ensure legal obligations with regard to asset management are fulfilled.
- E. Continuously updating and maintaining records of maintenance and inspection in accordance with the 'self-assessment' section of the Department of Education's Good Estate Management for Schools guidance.
- F. Undertaking small scale maintenance works which sit comfortably within their skillset, for which they have been trained or are experienced in and which can be performed safely and without risk of reducing the value of the school's assets.

Governing Board

The Governing Board, although not the employer, nor an employee of the Borough, has a key role to play in the effective asset management within the School. Specifically, it should:

- A. Ensure that it considers the asset management implications of its decisions and the effectiveness of its asset management.
- B. Ensure that they (the governors) are aware of those directly responsible for asset management at all levels of school leadership, including those on the governing board itself, and that all officers have the necessary skills, knowledge and experience to manage the asset.
- C. Monitor the Plaset's asset management performance on an annual basis, referring to long and medium-term planning and ensuring that the day to day management of the school enables the buildings to operate as intended, to support the continued delivery of the school's vision.
- D. Ensure that condition surveys of the school by suitably qualified professionals are carried out at intervals no greater than five years.
- E. Ensure compliance with all legal responsibilities with regard to health and safety, in particular with regard to asbestos and fire.

The role of the Local Authority - the London Borough of Newham (LBN)

As a maintained school, the local authority (LBN) plays a key role in the wider asset management of our school, in their role as buildings and landowner and given that they determine the vast majority of annual funding that the school receives.

At a base level, the local authority takes responsibility for all large scale works which determine that the school remains structurally sound and safe, heated, energy efficient and weatherproof. Although the school can make representations to LBN in an effort to identify issues and encourage expediency, these works are identified and scheduled by LBN and subject to the budgetary constraints associated with maintaining a large school estate.

Whilst it is unfeasible that the school meets the costs associated with large scale works from its annual budget, it is school leaders and governors who are primarily responsible for the security and safety of students and staff, maintaining the condition of land, premises and equipment and making decisions about investment in the school estate and prioritising maintenance.

Asset/Estate Management Framework

In formulating our asset management plan the school has referred to model documentation provided by The Key and also the Department for Education's Good Estate Management for Schools guidance, last updated in July 2023 – this can be viewed here <https://www.gov.uk/guidance/good-estate-management-for-schools> Along with any other government guidance or legislation subsequently published which may be of relevance, the above documentation should be referenced when school reviews its Asset Management Plan in order to check for updates.

The Asset Management Plan will be reviewed every two years by the FSP Committee and ratified by the full Governing Board. On an annual basis each September, the FSP Committee will be presented with any relevant documentation on inspections due to be carried out during the school year and report to the full governing board on progress and compliance in the final FGB meeting of that academic year.

Several school policies overlap the Asset Management Plan or provide greater depth on certain operational procedures, structures and strategies referenced within this document. These policies

include the School Improvement Plan, the Health and Safety Policy, the Finance Policy, the Business Continuity Plan and the Procurement Policy. All these documents are available via our school website.

In order to properly execute the schools Asset Management Plan, the responsible persons identified above will need to continuously maintain the following documents:

- a) The Asset Register
- b) The Self-Assessment Tool (part of the Department for Educations Good Estate Management for Schools guidance)
- c) The Medium and Long-term Plan (previously referred to as the Infrastructure Plan)

All of these documents contain commercially sensitive information and are therefore not included in any appendix to the Asset Management Plan. A template GEMs document is however attached for information purposes.