



Asset Management & Capital Plan Policy

For Academies within TAMAT

This Asset Management & Capital Plan Policy was approved and adopted by the
Trust Board: Aut 2025
It will be reviewed: Aut 2026
Version v25.0

1. Introduction

This Asset Management Plan sets out the priorities for The Alliance Multi Academy Trust for the next five years.

This is a strategic document which will ensure that capital funding and existing assets are used effectively and efficiently as possible to allow for good estates management and procurement of services at individual Academies and across the Trust.

The principles of this plan are:

- Making the most effective use of the school resources and funding
- Development of the school site to maintain high standards of Health & Safety
- Procurement of services, obtaining best value in the process
- Taking account of Trust Policies ensuring statutory requirements are met and maintained.

The plan will be driven by each Academy's School Development Plan (SDP) along with requirements of the Trust.

Purpose: To ensure all assets owned by the Trust are safeguarded, efficiently used, and strategically managed.

Scope: Applies to all schools within the Trust and covers physical, digital, and financial assets.

Compliance: Aligns with the *Academy Trust Handbook* and DfE requirements.

Strategic Approach

Effective asset management includes a long-term plan for each Academy, which will include:

- Condition Surveys (or Cif Bid information) to prioritise any required work
- Working with Headteachers and Local Academy Boards to identify areas of priority.
- Consider any future requirements of the Academy (including changes to Government Policy).
- Making decisions on capital expenditure, taking account of planning and costs
- Effective Procurement of services, local and Trust wide.

Health & Safety of The Alliance Multi Academy Sites

- Security
- Maintenance and Reporting on inspections including any remedial works to ensure compliance.
- Checking and reporting of any defective equipment at school level.

Value for Money

The Alliance Multi Academy Trust will ensure value for money in all aspects of asset management including:

- Regular review of Contracts.
- Work with the Academies on local contracts to secure the best value
- Have in place a robust competitive tendering process
- Reduce maintenance costs by bringing together services across the Trust.
- Carry out reactive maintenance of inspections where necessary to reduce costs in the long term.
- Work closely with Academies to help reduce costs of ongoing day to day maintenance, providing guidance on best value companies.
- Keep up to date with the Crown Service Procurement packages.

The Alliance Multi Academy Trust will look for solutions that are environmentally and financially sustainable to the Academies.

2. Policy Statement

- The Trust is committed to maintaining accurate records of assets, ensuring value for money, and planning for replacement and disposal in line with best practice.
- Trustees hold ultimate accountability; operational responsibility lies with the Accounting Officer and Chief Financial Officer.

3. Asset Register

- **Definition of Assets:** Items valued over £1,000 or ICT equipment regardless of value.
- **Register Contents:**
 - Asset description
 - Serial number / tag
 - Purchase date and cost
 - Location
 - Responsible staff member
 - Condition and expected lifecycle

Updates: Register reviewed quarterly and audited annually

4. Roles and Responsibilities

- **Trustees:** Oversight and approval of disposals.
- **Accounting Officer:** Ensures systems are in place for asset control.
- **Chief Financial Officer:** Maintains register, reports to trustees, oversees disposals.
- **School Business Managers/Leaders:** Ensure local compliance and report changes.

5. Asset Monitoring and Control

- **Physical Verification:** Annual stock check of all assets.
- **Insurance:** Adequate coverage for theft, damage, or loss.

- **Security:** Assets tagged, locked storage, restricted access where appropriate.
- **Disposals:** Authorised by trustees, recorded in register, and compliant with DfE guidance.

6. Lifecycle and Estates Planning

- ICT equipment: 3–5 year replacement cycle.
- Furniture: 5–10 year replacement cycle.
- Estates: Long-term maintenance plan linked to capital funding strategy.
- Budgeting: Annual allocation for asset replacement and maintenance.

7. Risk Management

- Risks: Theft, obsolescence, underutilisation, poor record-keeping.
- Mitigation: Secure storage, warranties, service contracts, regular audits.

8. Reporting and Review

- **Reports to Trustees:** Annual asset management report including disposals, acquisitions, and lifecycle planning.
- **Review Cycle:** Policy reviewed every 2 years or following significant changes in DfE guidance.

9. Compliance

- Adheres to the *Academy Trust Handbook* requirements on financial management and asset control.
- Ensures transparency for auditors and regulators.

10. Appendices

- **Appendix A:** Asset Register template.
- **Appendix B:** Disposal authorisation form.
- **Appendix C:** Annual audit checklist.

Appendix A – Asset Register Template

Asset Class	
Description	
Serial No./Asset ID	
Location	
Acquisition Date	
Acquisition Cost	
Useful Life	
Source of Funding	

Appendix B – Disposal Authorisation Form

Asset Class	
Description	
Serial No./Asset ID	
Location	
Acquisition Date	
Acquisition Cost	
Current Condition	
Reason for Disposal	
Method of Disposal	Sale / Donated / Recycled / Write Off

Authorisation

Headteacher Signature:

Date:

CFO /Accounting Officer Signature:

Date:

Trustee Approval:

Date:

Appendix C – Annual Asset Audit Checklist

School:

Date:

1. Asset Register

- Up-to-date and accurate
- All new purchases recorded
- All disposals recorded

2. Physical Verification

- Random sample checked against register
- ICT equipment verified
- Furniture verified
- Estates assets verified

3. Condition Assessment

- Assets graded (Good / Fair / Poor)
- Maintenance needs identified
- Replacement cycles updated

4. Security & Insurance

- Assets secure
- Insurance coverage confirmed
- High-value items reviewed

5. Reporting

- Audit findings documented
- Report submitted to CFO
- Summary presented to Trustees