



# Blue Hills Federation



# ASSET REGISTER POLICY

September 2023

## The Blue Hills Federation

The Blue Hills Federation is a collective of three primary schools – Clunbury CE Primary School, Newcastle CE Primary School and St Mary's Bucknell CE Primary School. All three schools share one Executive Headteacher and one Governing Body. When using the term 'Blue Hills Federation' within this policy, it is in reference to all three schools. When policy only applies to one school that school will be named specifically. Newcastle CE Primary School does not have a nursery or a preschool, therefore any references to nursery or pre-school do not apply to Newcastle CE Primary School.

## Our Vision

Proverbs 22:6 - Good News Bible

***'Teach children how they should live, and they will remember it all their lives.'***

We are a caring Church Federation bringing together and serving many communities. We provide nurturing environments that facilitates learning for all. We encourage everybody to become confident, sociable and responsible citizens who achieve to the best of their ability in preparation for a fulfilling future.

## Our Values

Trust and Truth; Joy and Happiness; Love and Respect; Thankfulness;  
Friendship and Family; Perseverance and Resilience

**Review Date: September 2026**

## Introduction

The purpose of this policy is to provide guidance on the procedures that must be in place for the management of the school's assets and asset register as part of the school's robust procedures. These ensure public accountability over the control of public funds, assist sound administration, reducing the risk of irregularities and supporting the delivery of effective, efficient and economical services.

## Rules and Responsibilities

### The Governing Body will:

- Ensure an asset register is in place so that all assets are properly recorded and safeguarded against loss;
- Designate a governor, who is not normally involved in the day-to-day running of the asset register, to have responsibility for monitoring the accuracy relating to the receipt, care and safe custody of equipment and assets;
- Receive and minute an annual report from the Headteacher and designated governor following a regular check of assets.

### The Headteacher will:

- Designate a member of staff to have responsibility for maintaining the register on a daily basis;
- Ensure designated staff are trained in the requirements of this policy and these requirements are adhered to;
- Undertake an annual check of assets with the designated governor, reporting the outcome to the governing body.

## Asset Register

The Admin Offices maintain the Asset Register for each individual school. The register includes details of all assets with a cost greater than £50.00. The register record list:

- The date the asset was acquired
- The description of the asset, including the make/model and number or serial number
- The cost of the asset
- The location of the asset
- Authorisation of the disposal and date
- Reason and method of the disposal or write off

Items used by the individual school but owned by others are included, with a note on ownership. Leased items are identified as such with the termination date of the lease.

An annual inventory audit is undertaken by the administrator or nominated representative each summer break. The audit and inventory register are presented to the Governing Body at the autumn meeting for their approval. Any discrepancies are investigated and reported to the Headteacher who informs the Governing Body of the loss and any known reason for this. The insurers are notified as appropriate.

Any assets removed from the school site are recorded in a loan register. The length of time the asset will be off site is recorded together with the appropriate authority is the Headteacher. The Finance Officer checks that assets will be insured before they are removed from the school. No assets are

removed from the school for a period of time, which would unreasonably deny the school use of those assets. All assets are security marked.

## **Disposal of Assets**

All disposals and write-offs are authorised by the Headteacher. Electrical items (including IT items) are disposed of under WEEE regulations. The Headteacher is responsible for notifying the LA where this is necessary.

The following records are kept for disposals

- The item disposed of
- The date of disposal
- The method of disposal
- The process of sale or how disposed of if scrapped
- The person authorised the disposal

No item is sold, leased or hired to a third party without the approval of the Headteacher.

In the case where the asset was purchased with non-delegated funds, the school notifies the LA of the disposal and arranges for other schools in the LA to be advised of availability.

The school may retain the proceeds of sale of assets other than land and buildings owned by the LA.

The disposal of land and buildings owned by the LA is responsibility of the LA and it will retain the proceeds.

## **Losses**

All major losses are reported to the Headteacher via the Administrator. The Administrator informs the police if the loss is a result of burglary or theft and the insurance company is informed at the same time. Action is taken immediately to prevent further loss.

The Finance Officer maintains a record of losses and insurance monies received. The Governing Body is informed of all losses and the LA is notified as appropriate.

**Review date: September 2026**