



Premises Management Policy

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PREMISES MANAGEMENT POLICY

Context

The Eden Academy recognises its duties for achieving and maintaining standards which meet current legislative requirements. This policy sets out the relevant framework, arrangements and procedures.

Introduction

Eden Academy has a responsibility to develop and maintain a Premises Management Policy (PMP). This is an integral part of the school's Improvement Plan which ensures all decisions are informed by the requirements of the PMP as well as educational and financial considerations.

Aims and Objectives

The aims of the Eden Academy PMP are to:

- ensure compliance with statutory requirements by continuing to maintain and improve all aspects of the physical environment of the site;
- help raise standards of educational/therapy/care achievement;
- ensure the efficient and effective management and use of school buildings;
- maintain and develop the school to meet the needs of students;
- reflect the future needs of students;
- increase the community's use of school facilities;
- align investment in the school with corporate and strategic partnerships; and
- provide 'Best Value' and maximise value for money.

The main objectives of Eden Academy's PMP are to:

- provide an agreed basis for decisions on spending;
- help trustees/governors and staff in developing plans for the school;
- maximise opportunities to secure funding for school premises;
- help in the development of capital projects; and
- provide assurance to all those involved in the process and who have an interest that capital projects are soundly based and represent good value for money.

The Eden Academy PMP endeavours to be a partnership between staff, those charged with governance, parents, students and external agencies, where appropriate.

The trustees have identified the PMP priorities from the School Improvement Plan and put together a prioritisation schedule which covers statutory obligations and educational/therapy/care priorities and aspirations.

Functions

The Eden Academy PMP has three main functions. These are:

- provision of a sufficient number of school places (sufficiency);
- provision of an appropriate learning/therapy/care environment (suitability); and
- the repair, improvement and replacement of school buildings (condition).

1. Sufficiency & Net Capacity Assessments. The school annually plans the supply of school places, either through the provision of new school places to meet growth or through surplus place removal. To assist with this duty the school forecasts admission numbers.

2. Suitability. Whilst Eden Academy manages sufficient space for numbers on the roll, trustees and staff also ensure that the sites and buildings are fit for their purpose, to provide an appropriate learning/therapy/care environment and meet legislative requirements. Suitability includes flexibility to meet changes in curriculum needs. Issues are addressed through investment in renewals and replacement.

3. Condition. Eden Academy buildings are properly maintained through regular maintenance, providing a warm, dry and safe environment for the students and staff. Annual condition inspections identify the work required to maintain school buildings at a serviceable state of repair and rectify any breaches in legislation. The inspections are used to identify an annual programme of repairs and maintenance.

To support the main functions of the PMP data for each building is collected and updated at least every two years.

Managing the plan

Staff monitor a number of issues to develop the PMP.

- Maintaining statutory school asset data in the Premises Management Policy.
- Commissioning premises' surveys, including condition, asbestos and DDA.
- Agreeing and managing a capital repairs and maintenance programme for the school.
- Providing a point of contact for the Board on property management matters.
- Buying project management and consultancy services as required.

Premises' overview

Eden Academy has commissioned a firm of consultants to carry out a full review of each school in the Academy and produce a condition survey report for each school.

The surveys provide a prioritised list of works for each school and also enable an overarching plan prioritised for the Eden Academy as a whole.

The condition survey report is reviewed by the Director of Finance and Operations, Head and Site Manager to produce a working document used to inform operational decisions making in respect of works required..