



Fawkham CE Primary School

Premises Management

May 2024

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**Church of England Vision for Education:
Deeply Christian, Serving the Common Good.**

John Chapter 10 Verse 10 – I came that you may have life; life in all its fullness

Our Fawkham Family helps everyone to:-

- Follow in the footsteps of God, with God's love, help and guidance,
- Know that we are all special and different and that God has created us in this unique way
- Feel safe, happy and confident in our loving caring Christian family
- Work together through the living out day by day of our Core Christian Values
- Try our best, with the light of Jesus inspiring us to be the best that we can be ensuring that we flourish

DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

Fundamentals of good estate management

The important policies, processes and documents we have in place.

We have a strategic estate management approach,

Thinking strategically about our estate ensures the estate supports our educational goals.

To support the strategic management of the estate we have the following documents:

- estate vision – See Christian Vision Statement
- estate strategy – See Prospectus and School Development Plan
- asset management plan – See Asset Register
- strategic review process – See School Development Plan, Capital Finance Plans and Health and Safety Policy

These documents are shared and agreed by our governing body.

Estate vision - Christian Vision

This sets out our ambition for the estate.

Principally it describes how the estate will support the educational vision and strategy of our organisation.

It is prepared in consultation with relevant stakeholders and is signed off by your board.

Estate strategy- Prospectus and School Development Plan

Our estate strategy:-

- explains how we will carry out the estate vision
- identifies projected funding for estate development
- outlines anticipated outcomes and improvements to deliver the education strategy
- is signed off by your board
- is reviewed alongside the estate vision

Asset management plan- Asset Register

Our asset management plan is the working document which informs operational day to day activities on the estate and:

- includes data and information about the estate
- sets out the work necessary to maintain the estate
- sets out the actions needed to achieve the estate strategy
- is signed off by your board
- is aligned to the estate vision and strategy

Strategic review - School Development Plan, Capital Finance Plans and Health and Safety Policy

Our strategic review is a structured process which helps us understand:

- whether the estate is meeting our needs
- how well the estate is performing
- options for the future

It helps us develop and review our asset management plan.

Plan and organise estate resources,

To support the management of the estate we have agreed and documented processes and procedures. They cover the whole of the estate.

Governance

We have clear governance processes to support the estate. They:

- explain accountability for the estate at a board level and who is responsible at school level
- support and enable strategic decision-making about the estate
- include arrangements to ensure that statutory and other necessary estate activities are carried out

Budget and finance

We have a 3 year budget plan for the estate, signed off by our board. This includes:

- a prioritised maintenance plan

- how we will achieve value for money through investment
- actual and potential funding sources

We include our budget plan as part of our estate strategy.

Buying goods, works and services

We have defined and transparent procedures that include:

- how to engage professional advisers to design, price, manage and deliver property related projects
- purchasing arrangements for capital and revenue expenditure
- how to achieve value for money through procurement

Emergency planning

Our emergency planning includes formal procedures for responding to emergencies that affect the use of the estate. These procedures link to our estate risk assessments which have considered possible estate emergency scenarios.

Understand our land and buildings,

We have a variety of information to help us manage the estate effectively. We have the relevant policies and procedures in place to collect this.

Information about our estate

Data and information about the estate is the foundation of estate management. It is stored securely as well as being accessible.

We hold data and information to support our estate management documents, and record ownership, status (such as condition) and operating information about each asset (land and buildings) in the estate.

Condition

Understanding the condition of the estate helps us to make informed decisions about the estate and inform the maintenance plan and estate budget.

We have an understanding of:

- the condition of all buildings in the estate
- the cost and priority of any works needed

Suitability and sufficiency

Understanding the estate's suitability and sufficiency helps us make strategic decisions. We understand how the estate meets our current and future educational requirements.

Tenure and land ownership

We have a complete understanding of land ownership, rights and obligations to help us manage the estate. This includes:

- who has a legal or controlling interest in our land and buildings
- any implications for the use and development of the estate

Acquisitions and disposals

We use a variety of information when dealing with acquisitions and disposals. This includes:

- the process for making and seeking approval for acquisitions and disposals decisions
- understanding necessary tenure and land ownership approvals and implications

Manage estate performance and sustainability,

Performance management of the estate

We have an agreed approach to performance management for assets across the estate.

This includes:

- a consistent approach to the measurement of property related performance
- how this information will be used to improve performance

Managing and reducing our energy and water usage

We have a consistent and challenging approach to:

- monitoring and managing energy and water use
- reducing energy and water use
- maximising energy efficiency in buildings

Maintain our estate,

Well-planned maintenance helps us to manage the estate and budget. This makes sure we keep staff and children safe, get value for money and achieve our educational vision.

Our maintenance plan includes:

- a prioritised programme of maintenance works based on statutory responsibilities and condition data
- who is responsible for maintaining land, buildings and equipment

Meet health and safety requirements,

The health and safety of the estate is an important part of estate management.

We have policies and processes to support this.

Health and safety

We have documented safety procedures that include:

- defined and understood responsibilities for the safety and security of staff, pupils and visitors
- accountability at board level

Statutory compliance

Our compliance procedures include:

- a complete understanding of our statutory compliance requirements – what we do
- an understanding of compliance across the whole estate – how we are doing against requirements

Plan and carry out estate projects,

We have a consistent approach for planning and delivering different types of estates projects across the estate.

Planning and prioritisation

When planning and prioritising projects we have:

- transparent processes for identifying, defining, appraising and prioritising projects
- clear responsibilities for those involved with investment and expenditure decisions

Project delivery


We have a strong approach to project delivery, including:

- managing contract performance
- evaluating the outcomes of investment

This document is based on : Good Estate management for Schools – Government document April 2024

Produced by: Miss Mandy Bridges (Headteacher)

To be reviewed: May 2025

Signed.....  Date 16th May 2024
 (Chair of Governors)

Signed.....  Date 16th May 2024
 (Headteacher)