



Estate Management Plan

Adopted by the Board of Directors: May 24

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following information and documents have been shared and agreed by the Board of Directors.

This plan has been introduced to support the strategic management of the estate.

Estate vision

Our estate vision is linked to the School Development Plan where it advises how the estate will support the educational vision and strategy of the school in the short, medium and longer term.

Estate strategy

Our strategy is linked to the School Development Plan which identifies all significant project funding for the estate development and outlines anticipated outcomes and improvements to deliver the education strategy.

Asset management plan

The school asset management plan consists of the following working documents:

- School development plan
- Estate Maintenance and development task list
- Inspections and surveys
- Contracts
- Budget

This plan includes data and information about the estate, sets out the work necessary to maintain the estate and sets out the actions needed to achieve the estate strategy.

Strategic review

Our strategic review is a structured process which helps understand whether the estate is meeting our needs, how well the estate is performing and the options for the future.

Governance

The governance process to support the school can be found in the School Development Plan, with specified committees overseeing the different priorities within the plan. This explains how

Directors support and enable strategic decision making for the estate and monitor all arrangements to ensure that satisfactory and other necessary estate activities are carried out.

Budget and Finance

This information can be found in the school budget which has been signed off by the Directors. The budget document includes the prioritised maintenance plan, how the school will achieve value for money through investments and include actual and potential funding sources.

Buying goods, works and services

Information on buying goods, works and services is included within the financial handbook. The handbook sets out how to engage professional advisors to design, price, manage and deliver property related projects, the purchasing arrangements for capital and revenue expenditure and how to achieve value for money through procurement.

Emergency planning

The schools emergency planning includes all formal procedures for responding to emergencies in the following documents:

- Critical incident plan
- Fire risk
- Business continuity plan

Information about the estate

Information about the estate can be found in the following document:

- Diocese land & building documents (gov.uk)

Condition

How we manage the condition of the estate can be found in School Maintenance Schedules and the Diocese land and building documents. This information comprises of the condition of all buildings in the estate and the cost and priority of any works that are needed.

Suitability and sufficiency

Understanding the estate's suitability and sufficiency helps inform the strategic decisions and understanding of how the estate meets our current and future educational requirements.

Tenure and land ownership

The understanding of the estate land ownership, rights and obligations, including who has legal or controlling interest in our land and buildings and any implications for the use and development of the estate.

Acquisitions and disposals

These are managed through our Asset management plan and our financial handbook.

Performance management of the estate

A consistent approach to the measurement of property related performance is in place and data is regularly used to improve performance.

Managing and reducing your energy and water use

This is managed through monitoring and reducing energy and water use through inspections and surveys and maximising energy efficiency in our buildings.

Health and safety

Our health and safety procedures can be found within the School's Health & Safety Policy and risk assessments where defined and understood responsibilities for the safety and security of staff, students and visitors and the accountability at board level is found.

Statutory compliance

Our statutory compliance procedures include a complete understanding of the statutory compliance requirements and what is required across the estate. This information can be found within the inspection and survey reports and our contracts.