

Our Lady Queen of Peace Catholic Engineering College

CONTROL OF ASSETS POLICY

Mission Statement – IN CHRIST WE GROW

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Control of Assets

The Governors have delegated the responsibility for the control of assets to the Headteacher / SLT.

- All stock items – ICT equipment, audio visual equipment, musical instruments, design technology and science equipment and other “desirable” items will be recorded using the Equipment Register section of the Finance 6 module on the SIMS system by the Property Manager.
- A stock take will be undertaken annually in the Spring Term by the Budget Holder and the documentation passed to the Finance Officer.
- At intervals, the Business Manager/Property Manager will carry out random checks.
- Any items which are taken off site for educational purposes, either by staff or learners must have the approval of the relevant Budget Holder and be authorised by the Property Manager. The appropriate record form must be completed prior to the item leaving the school premises and immediately upon return. (Form is online – HTG/Website)

Revised July 2006
Reviewed July 2009
Revised Dec 2010
Reviewed 2013
Reviewed 2014