



**YCAT**  
**YORKSHIRE**  
**COLLABORATIVE**  
**ACADEMY TRUST**

## Estates Management Policy

<b>Created</b>	June 2017
<b>Frequency of review:</b>	1 year
<b>To be reviewed by:</b>	FRAR

### REVIEW RECORD

<b>Date of review</b>	<b>Reason for review</b>	<b>Date of next review</b>
June 2017	Creation of Policy for YCAT	June 2018
<b>June 2018</b>	<b>Policy Review Cycle</b>	<b>June 2019</b>
<b>June 2019</b>	<b>Policy Review Cycle</b>	<b>June 2020</b>
<b>Nov 2020</b>	<b>Policy Review Cycle</b>	<b>Nov 2021</b>

<b>Nov 2021</b>	<b>Policy Review Cycle</b>	<b>Nov 2022</b>
<b>Nov 2022</b>	<b>Policy Review Cycle</b>	<b>Nov 2023</b>
<b>Nov 2023</b>	<b>Policy Review Cycle</b>	<b>Nov 2024</b>
<b>Nov 2024</b>	<b>Policy Review Cycle</b>	<b>Nov 2025</b>
<b>Nov 2025</b>	<b>Policy Review Cycle</b>	<b>Nov 2026</b>

## Contents

1. Introduction and reason for Estate management and Capital Plan
2. Key requirements for Estate management
3. Funding for Capital Projects
4. In house versus external skills
5. Capital projects authorisation process

Appendix- Capital Project Authorisation Form

### 1. Introduction and reason for Asset management and Capital Plan

As maintained schools, NYC had responsibility for overall estate management and for ensuring the school buildings remained fit for purpose and appropriately maintained. On conversion to academy, the land and buildings transfer to the Academy Trust on a 125-year lease. As a result, YCAT now has responsibility for overall estate management and for all health and safety aspects of our land and buildings.

It is vital therefore that we have the processes in place to manage our estate proactively, ensuring it remains safe and that funding is directed at priority areas. At the same time, with limited funding available across the education sector, it is important that we maximise the funding which could be made available to us.

This document summarises how we will do this.

### 2. Key requirements for Estate Management

In order to manage our estate effectively we need to have:

- An inventory of all land and buildings included within the leases for YCAT
- An up-to-date condition survey for all our buildings including both structural and mechanical/engineering elements
- An up-to-date asbestos survey and management plan
- An up-to-date survey of any other potential Health and Safety issues (e.g., Radon gas)

This information will help us to put together an **Asset Management Plan** which will identify:

- Any urgent works needed; and
- A planned programme of renovation, repair and renewal

The Asset Management Plan should be a live document which is reviewed at least annually.

### 3. Funding for Capital Projects

#### Devolved Formula Capital

YCAT currently received Devolved Formula Capital (DFC) Funding which is likely to be around £58k per annum for the current 11 schools. This should fund:

- IT infrastructure renewal
- Small scale local capital building projects

Historically the funding is received at school level, but the **Asset Management Plan** should identify priorities across the Trust for expenditure. A Capital Projects Authorisation Process has been developed to allow individual schools to bid for funding from the DFC pot. Priority will be given to areas identified in the **Asset Management Plan**.

### Condition Improvement Fund

The DFC does not provide funding for larger renewal projects such as replacement of a roof. However, the EFA has a capital **Condition Improvement Fund (CIF)** to fund such projects. Priority areas for the CIF are:

- Asbestos removal
- Gas safety
- Elec Safety
- Lift Safety
- Legionella
- Fire Safety
- Safeguarding

### Other funding

Aspirational projects may also be funded through various other grants/ funding sources including Awards for All, Sport England etc...

## 4. In house versus external skills

As primary schools, we don't have property experts within the administration teams or currently within YCAT Central. As a result, we need to buy in professional support until we reach a size where an in-house resource is justified.

The benefits of using external professional support are as follows:

- Ensuring we meet legal standards particularly in relation to health and safety
- Understanding priorities in building renewal
- Better access to funding through expert help in bid preparation

Proposed roles of staff and external experts is summarised in the table below:

School admin/ head	YCAT Central	Health and Safety (NYCC currently)	External building surveyors
<ul style="list-style-type: none"> <li>• Identification of priority areas for renewal in conjunction with External Building Surveyors</li> <li>• Regular review of property to identify any areas for concern</li> <li>• Preparation of capital bids for DFC</li> </ul>	<ul style="list-style-type: none"> <li>• Development and management of YCAT Asset Mgmt Plan</li> <li>• Liaison with external professionals</li> <li>• Management of capital authorisation process</li> <li>• Management of bid process for</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review and identification of any H&amp;S issues relating to premises</li> <li>• Identification of external support required on eg Asbestos</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Asset management Plan in conjunction with schools and YCAT Central</li> <li>• Annual review of Asset Management Plan</li> <li>• External support for bid preparation (CIF/ other funding)</li> </ul>

<ul style="list-style-type: none"> <li>• Support to bids for CIF/ other funds</li> </ul>	funding CIF/ other funding		<ul style="list-style-type: none"> <li>• Identification of specialists for specific property issues</li> </ul>
--	----------------------------	--	--

### Capital Projects Authorisation Process

Large scale capital projects will be co-ordinated by YCAT Central and will directly relate to the Asset Management Plan.

However, schools may bid for small scale projects from the DFC pot. Priority will be given to projects which can demonstrate impact. The minimum value for a project will be £2000. We expect projects to include:

- ICT infrastructure renewal
- Small scale refurbishment

Schools should complete the Capital Projects Authorisation Form which will be reviewed and agreed by FRAR. The form is attached as an appendix.

## 5. Revenue and Reserves

### Definition

The Trustees require a revenue reserve to be created to fund future expenditure related to the Academy Development Plan’s strategic long-term aims and developments. Academies are expected to create reserves from their annual General Annual Grant (GAG) funding or other income. The Academies Financial Handbook states that previous Education and Skills Funding Agency (ESFA) GAG limits on carried forward by trusts from year-to-year have now been removed for eligible trusts. ESFA will report to DfE any trusts where it has serious concerns about a long-term substantial surplus with no clear plans for its use.

### Procedure

Reserves are placed in a notice Treasury Account to earn interest until required. The CFO reviews the current account and treasury account on at least a monthly basis to ensure cashflow is maintained.

Appendix- Small Capital Projects Authorisation Form

YCAT SMALL CAPITAL PROJECTS AUTHORISATION FORM	
Date	
School	
Project Name	
Description	
Approximate cost	
Quotes obtained (if applicable)	
Link to school development and expected impact	
Date expected for work to be carried out- start and completion	
FRAR Decision	
Date of FRAR decision	

