



Dixons Allerton Academy

Policy: Capital Expenditure

Responsibility for Review: Director of Finance

Statement of intent

The Academy is committed to the equitable authorisation of capital expenditure. The Educational Funding Agency (EFA) is prepared to consider, on an annual basis, requests for financial support of major non-recurring projects and separately, provides a capitation based sum as a contribution towards minor projects. Similarly, the Finance Committee of the Governing Body accept the responsibility of authorising capital expenditure using sponsor-provided funds. Such finance is strictly limited and parameters are therefore required.

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)

The aims are

- To balance desirability against need with particular regard to the Academy Development Plan.
- To provide support from previously identified Academy Corporate Aims.
- To emphasise the importance of teaching and learning.
- To recognise the importance of technology across the curriculum.

Procedures

With each request, provide background information:

- outline description of role of the equipment within department/whole-Academy development planning, including its technical specifications
- address the parameters for bidding (overleaf) - clear, non-technical explanation of these, together with an outline of the main users, problems and limitations of the equipment
- description of the steps taken to ensure that appropriate staff have been involved in the recommendation.

Provide a Curriculum Development Plan:

- for the introduction and exploitation of the equipment, including objectives, success criteria and timescale for monitoring, reviewing and evaluating the effectiveness of the proposed equipment
- support for this from the appropriate Head of Department and the relevant Assistant Vice Principal.

Provide a Staff Development Action Plan:

- for the introduction and use of the equipment, including objectives, success criteria and timescale, (this should include details of the mechanisms and timescale for monitoring, reviewing and evaluating the effectiveness of the proposed staff development), naming the person responsible with dates
- support for this from the relevant Assistant Vice Principal.

The manager responsible for a successful bid of over £5,000 shall provide a post- capitalisation review after 12 months operation addressing in particular, success or otherwise, against the under noted parameters.

Parameters to be used in the Capital Bidding Process

- How will this bid directly contribute to improved scholar experience?
- Provide a brief outline of how the benefit would be integrated into a faculty's curriculum.
- How does the bid fit into the Development Plan?
- Identification of the proportion of scholars benefiting from a successful bid; what proportion of your curriculum time would benefit by a successful bid?
- Show how the bid would contribute to the improved success of Academy scholars.
- Where applicable, give an indication as to how the joint ownership of a bid would be managed.