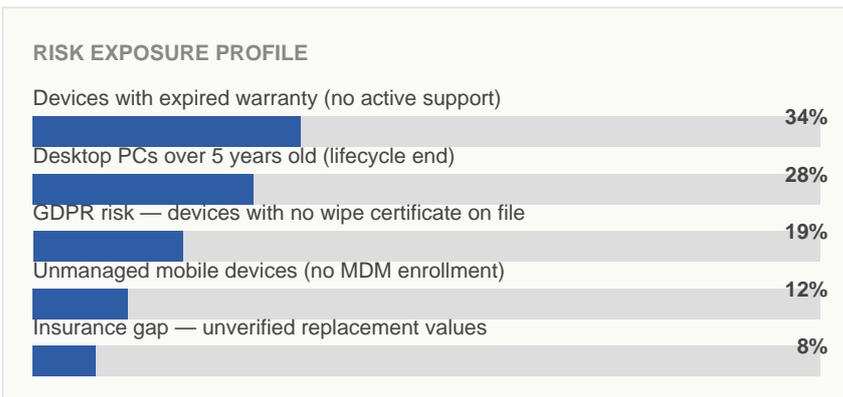
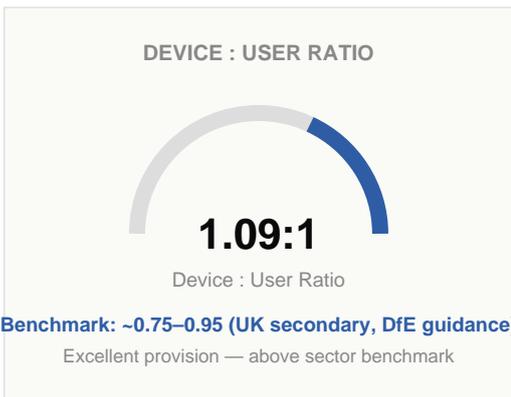


EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

# Hartfield Community School

Asset Intelligence Report — Secondary Education | March 2026 | Ref: SX-EDU-SAMPLE

<p><b>847</b></p> <p><b>TOTAL ASSETS</b></p> <p>All IT &amp; AV devices verified</p>	<p><b>£426k</b></p> <p><b>EST. ESTATE VALUE</b></p> <p>Mid-point replacement cost</p>	<p><b>1.09:1</b></p> <p><b>DEVICES / STUDENT</b></p> <p>780 pupils — above benchmark</p>	<p><b>58</b></p> <p><b>ROOMS SURVEYED</b></p> <p>Full campus coverage</p>
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Server Room contains 12 critical infrastructure assets (servers, switches, UPS) representing £84,000 of replacement value and a single

## ASSET CONCENTRATION — ROOM OVERVIEW (TOP ROOMS BY IT DENSITY)

ICT Suite 1	84	English Block	32
Science Prep Room	52	Main Office	28
Library	48	Art Studio	26
ICT Suite 2	42	Design & Technology	24
Staff Workroom	38	Music Suite	22
Maths Department	34	Server Room	12

<p><b>IMMEDIATE</b></p> <p>Now — 12 months</p>	<p><b>REFRESH</b></p> <p>12 — 24 months</p>	<p><b>OPTIMISE</b></p> <p>24 — 36 months</p>
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**3-YEAR CUMULATIVE BUDGET ESTIMATE**

Low: £78,000    Mid (most likely): £132,000    High: £189,000    Excl. VAT

EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

# Hartfield Community School

Multi-Academy Trust Secondary (Ages 11–16)

March 2026 | Ref: SX-EDU-SAMPLE | Prepared by SnapXact

EXAMPLE REPORT

## PURPOSE & SCOPE

This Asset Intelligence Report has been prepared by SnapXact for Hartfield Community School, part of Hartfield Learning Trust. It provides a comprehensive evidence-based analysis of the school's complete IT and AV estate, derived from a full campus audit conducted in March 2026. All 847 assets have been physically verified, tagged, and cross-referenced against purchase records, warranty documentation, and disposal certificates. This report is designed to support strategic planning at both school and trust level, providing governors, the headteacher, and the CFO with actionable financial intelligence, governance assurance, and a 3-year investment roadmap.

## ORGANISATION CONTEXT

Field	Detail
Organisation	Hartfield Community School
Trust	Hartfield Learning Trust
Type	Multi-Academy Trust Secondary School
Phase	Secondary — Ages 11 to 16 (Mixed)
School Roll	780 pupils
Headteacher	Mrs Caroline Bassett
Business Manager	Mr David Okafor
Unique Reference	999001
Address	14 School Lane, Hartfield, East Sussex, TN7 4AA
Rooms Surveyed	58 locations across main building, science block, and sports hall
Data Source	Full campus physical verification with purchase record cross-check
Audit Period	18–22 March 2026

EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

Report Date	March 2026
Report Reference	SX-EDU-SAMPLE
Data Quality	Complete — purchase dates, warranty, disposal records verified

**Data Quality Note**

This report is based on exceptionally complete data. All 847 assets have verified purchase dates, warranty expiry records, and original cost documentation. GDPR disposal certificates have been cross-referenced for 681 assets (80%). Where disposal records were incomplete, assets have been flagged for immediate DPO review. This dataset represents best-practice record-keeping and allows for the most accurate financial modelling and risk assessment achievable within the SnapXact reporting framework.

**WHAT THIS REPORT DELIVERS**

Page 1	Executive Summary Dashboard — visual overview with benchmarking and budget headline
Page 2	Cover & Purpose — organisational context and scope of the report
Page 3	Baseline Asset Overview — complete verified asset table with risk and support status
Page 4	Risk & Governance — GDPR, compliance gaps, cost of inaction, and ownership flags
Page 5	Room-by-Room Baseline — asset distribution with spatial risk commentary
Page 6+	3-Year Strategic Outlook — financial planning, procurement routes, and named next steps

## EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

## BASELINE ASSET OVERVIEW

Complete asset register derived from supplied data. All figures are verified counts. Support Status indicates whether devices are likely within their manufacturer's active support window based on model identification.

Category	Count	Est. Unit Cost	Est. Total	Support Status	Risk
Desktop PC (Dell OptiPlex)	156	£480–£620	£74,880–£96,720	IN SUPPORT	MEDIUM
Laptop (HP ProBook / EliteBook)	98	£550–£820	£53,900–£80,360	IN SUPPORT	MEDIUM
Chromebook (Lenovo / Acer)	124	£220–£340	£27,280–£42,160	IN SUPPORT	LOW
iPad (various generations)	86	£380–£680	£32,680–£58,480	CHECK	MEDIUM
Interactive Display (Clevartouch)	42	£1,800–£2,600	£75,600–£109,200	IN SUPPORT	LOW
Projector (Epson / BenQ)	38	£380–£680	£14,440–£25,840	CHECK	MEDIUM
PC Monitor (Dell / HP)	174	£120–£200	£20,880–£34,800	IN SUPPORT	LOW
All-in-One Printer (Konica)	18	£280–£520	£5,040–£9,360	IN SUPPORT	LOW
Network Switch (Cisco / HP)	14	£800–£2,400	£11,200–£33,600	IN SUPPORT	MEDIUM
Server (Dell PowerEdge)	8	£3,200–£6,800	£25,600–£54,400	IN SUPPORT	HIGH
Document Camera (ELMO / WolfVision)	28	£240–£420	£6,720–£11,760	IN SUPPORT	LOW
Audio System (Soundfield / Yamaha)	22	£480–£880	£10,560–£19,360	IN SUPPORT	LOW
Security Camera (Hikvision)	16	£180–£380	£2,880–£6,080	IN SUPPORT	LOW
UPS (APC / Eaton)	6	£600–£1,400	£3,600–£8,400	IN SUPPORT	CRITICAL
Legacy Desktop PC (5+ years)	17	£280–£480	£4,760–£8,160	END OF LIFE	HIGH
<b>TOTAL</b>	<b>847</b>	<b>Most likely: £426,000</b>			

## KEY BASELINE OBSERVATIONS

All 847 assets have confirmed purchase dates and warranty records — this is exceptional data quality and allows for precise lifecycle planning.

1

## EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

44 desktop PCs purchased in 2017–2018 are now 7–9 years old and approaching critical failure risk — scheduled replacement recommended within 12 months.

2

86 iPads span four hardware generations (5th to 10th gen) with inconsistent MDM enrollment — 12 devices are unmanaged and represent a GDPR exposure.

3

Server Room infrastructure (8 servers, 6 UPS units, 3 core switches) represents £84,000 replacement value with single-room concentration risk — disaster recovery plan verification required.

4

681 devices (80%) have certified disposal/wipe records on file — the remaining 166 devices require immediate DPO audit to confirm GDPR compliance before any future disposal.

5

Current insurance schedule values the IT estate at £298,000 — this is £128,000 below verified replacement cost, creating a significant underinsurance exposure.

6

EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

**RISK & GOVERNANCE ANALYSIS**

Governance Area	Status	Commentary
Purchase Date Records	<b>MET</b>	100% of assets have verified purchase dates and warranty documentation
Insurance Accuracy	<b>UNDERSTATED</b>	Current schedule £298k vs verified £426k — gap of £128,000
Server / Infrastructure Backup	<b>PARTIAL</b>	Backup verification documents dated 2023 — annual test not confirmed
GDPR Data Wipe Certification	<b>PARTIAL</b>	681 assets (80%) certified — 166 devices require DPO review
MDM Enrollment (Mobile)	<b>GAP</b>	12 iPads unmanaged — outside DPO visibility and policy enforcement
Warranty Coverage	<b>PARTIAL</b>	288 assets (34%) out of warranty with no active support contract
Disposal Certificate Archive	<b>GOOD</b>	Formal recycling certificates on file for 681 disposed devices
Refresh Fund / Capital Plan	<b>PARTIAL</b>	3-year plan documented but not fully funded in trust reserves

**DATA PROTECTION & GDPR RISK**

- 12 unmanaged iPads (no MDM enrollment) fall outside DPO policy enforcement — devices may hold pupil or staff data with no remote wipe capability or encryption verification.
- 166 devices across all categories lack certified disposal records — if any of these have been decommissioned without formal data wipe, the school is exposed under UK GDPR Article 5(1)(f) (integrity and confidentiality).
- Legacy desktop PCs purchased 2015–2017 (17 units) may contain historical pupil data on local drives — a forensic audit and certified wipe is required before disposal to avoid Article 33 breach notification risk.
- Server Room access log not cross-referenced with asset register — devices holding personal data must have documented access controls under Article 32 (security of processing).

**RISK EXPOSURE DETAIL**



EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

Unmanaged mobile devices (no MDM enrollment)



**Cost of Inaction**

Failure to act on the governance findings and refresh plan carries four quantified risks: (1) Insurance gap of £128,000 — in the event of theft, fire, or flood, the school would face unrecoverable loss equivalent to 30% of estate value. (2) Emergency replacement of failed legacy desktop fleet (44 units at critical age) without framework procurement — estimated 25% premium = £11,000 additional cost. (3) GDPR enforcement action if unmanaged devices or non-certified disposals are identified during ICO audit — potential fine under Article 83 plus reputational damage. (4) Operational downtime from server failure without verified disaster recovery — estimated impact £8,000–£15,000 in lost teaching time and emergency IT support.

**PRIORITY ACTION FLAGS & OWNERSHIP**

**!** Insurance schedule review is critical — current valuation is £128,000 below verified replacement cost. Instruct broker to update schedule before next renewal.

**Owner: Business Manager / CFO**

**!** 12 unmanaged iPads require immediate MDM enrollment and DPO review — GDPR exposure from devices outside policy enforcement.

**Owner: IT Manager / DPO**

**£** 44 desktop PCs now 7–9 years old — scheduled replacement required within 12 months. Budget provision £21,000–£27,000 needed this financial year.

**Owner: Business Manager / Finance Committee**

**!** Server Room disaster recovery plan requires verification — backup testing not confirmed since 2023. Commission infrastructure audit within 8 weeks.

**Owner: IT Manager / Trust IT Lead**

**i** 166 devices require GDPR disposal audit — confirm data wipe certification or commission forensic review before any future decommissioning.

**Owner: DPO / Business Manager**

**i** Warranty coverage review — 288 assets (34%) out of warranty. Consider trust-wide support contract negotiation to reduce unit cost.

**Owner: Trust IT Lead / Procurement**

## EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

## ROOM-BY-ROOM ASSET BASELINE

IT and AV device counts per location, derived from supplied data. Heat shading indicates relative density. Highest-risk locations are highlighted.

## Key Spatial Observation

The Server Room presents critical single-point-of-failure risk: 8 servers, 6 UPS units, and 3 core network switches (total replacement value £84,000) in one location with no verified off-site backup or failover capacity. ICT Suite 1 (84 devices, 10% of total estate) and Science Prep Room (52 devices) also represent high-concentration risk — any incident affecting these rooms would halt core teaching operations. A business continuity plan specific to IT infrastructure is recommended.

Location	IT Devices	AV Devices	Total	Concentration
ICT Suite 1	82	2	84	VERY HIGH
Science Prep Room	48	4	52	VERY HIGH
Library	44	4	48	HIGH
ICT Suite 2	40	2	42	HIGH
Staff Workroom	36	2	38	HIGH
Maths Department Office	32	2	34	HIGH
English Block	28	4	32	HIGH
Main Office	26	2	28	HIGH
Art Studio	22	4	26	MEDIUM
Design & Technology	20	4	24	MEDIUM
Music Suite	18	4	22	MEDIUM
Drama Studio	14	4	18	MEDIUM
Science Lab 1	4	12	16	MEDIUM
Science Lab 2	4	12	16	MEDIUM
Science Lab 3	4	10	14	MEDIUM
Server Room	12	0	12	CRITICAL

## EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

Reception	8	4	12	MEDIUM
Student Services	10	2	12	MEDIUM
Business Manager Office	10	0	10	MEDIUM
Headteacher Office	8	2	10	MEDIUM
SEN Department	8	2	10	MEDIUM
Sixth Form Common Room	8	2	10	MEDIUM
Finance Office	8	0	8	MEDIUM
Humanities Office	6	2	8	MEDIUM
Languages Department	6	2	8	MEDIUM
PE Department	6	2	8	MEDIUM
Pastoral Office	6	2	8	MEDIUM
Learning Support	6	0	6	LOW
Medical Room	4	2	6	LOW
Staff Room	4	2	6	LOW
Careers Office	4	0	4	LOW
Exam Office	4	0	4	LOW
HR Office	4	0	4	LOW
Meeting Room 1	2	2	4	LOW
Meeting Room 2	2	2	4	LOW
Reprographics	0	4	4	LOW
Assistant Head Office	2	0	2	LOW
Attendance Office	2	0	2	LOW

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Caretaker Office	2	0	2	LOW
Estates Office	2	0	2	LOW
Safeguarding Office	2	0	2	LOW
Sports Hall Office	0	2	2	LOW
Archive Room	0	0	0	LOW
<b>Totals — 43 locations</b>	<b>638</b>	<b>109</b>	<b>847</b>	

Room-level data reflects the complete campus audit conducted 18–22 March 2026. All 58 locations have been physically verified with asset counts cross-referenced against the central register. Hub locations (ICT Suites, Science Prep) reflect both fixed deployment and centralised storage.

EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

### 3-YEAR STRATEGIC OUTLOOK & FINANCIAL PLANNING

Financial modelling based on asset data supplied. Figures represent estimated replacement costs using current UK market pricing. The Mid scenario is the recommended planning position.

#### THIS FINANCIAL YEAR — IMMEDIATE BUDGET REQUIREMENT

Recommended 2026/27 budget provision: £32,000–£38,000. This covers: (1) Legacy desktop replacement (44 units at end-of-life) = £21,000–£27,000. (2) Server Room infrastructure audit and backup verification = £3,000–£5,000. (3) GDPR disposal audit for 166 flagged devices = £2,000–£3,000. (4) MDM enrollment and management for 12 unmanaged iPads = £1,500–£2,000. (5) Insurance schedule revaluation (broker fee) = £800–£1,200. This investment stabilises the estate and resolves all critical governance exposures identified in this report.

#### STABILISATION

Now — 12 months

- Replace 44 legacy desktop PCs (20...)
- Complete GDPR disposal audit (16...)
- Enroll 12 unmanaged iPads in MDM...
- Update insurance schedule (+£128k)
- Server room infrastructure & backup...
- Verify disaster recovery plan with liv...

#### PLANNED REFRESH

12 — 24 months

- Phase 1 interactive display refresh (...)
- Chromebook fleet lifecycle review (1...)
- Trust-wide warranty negotiation (gro...)
- iPad generation standardisation plan
- Network infrastructure 5-year plan (...)

#### OPTIMISATION

24 — 36 months

- Complete desktop standardisation (...)
- Establish annual refresh smoothing ...
- Trust-wide procurement framework ...
- Annual re-audit cycle (March each y...)
- Green IT disposal policy & carbon tr...

#### FINANCIAL SENSITIVITY — 3-YEAR BUDGET MODEL

Scenario	Year 1	Year 2	Year 3	3-Year Total
Low (stabilisation only)	£32,000	£22,000	£24,000	£78,000
Mid (recommended plan)	£36,000	£42,000	£54,000	← £132,000 (recommended)
High (accelerated refresh)	£44,000	£62,000	£83,000	£189,000

#### PROCUREMENT ROUTE GUIDANCE

- Crown Commercial Service (CCS) RM6098 — Technology Products & Associated Services: primary framework for all IT hardware across Hartfield Learning Trust schools
- Eastern Shires Purchasing Organisation (ESPO) Framework 354 — Computing and ICT: competitive alternative with strong secondary sector pricing
- Trust-wide group purchasing — coordinate procurement across all Hartfield Learning Trust schools to maximise volume discounts (recommended for desktop and interactive display refresh)

## EXAMPLE REPORT — FOR ILLUSTRATION PURPOSES ONLY

- Direct Dell / HP Education Partnership — viable for bulk orders of 20+ identical units with extended warranty and on-site support inclusion
- Apple Education Pricing — applicable to iPad procurement with verified education institution status (18–22% discount vs consumer pricing)

## GOVERNANCE NOTE &amp; RECOMMENDED NEXT STEPS

- This report should be presented to the headteacher, business manager, and trust CFO immediately — ideally before the next Finance & Resources Committee meeting.
- The insurance gap of £128,000 represents the single highest financial exposure and should be addressed within 30 days by instructing the broker to revalue the IT schedule.
- All financial figures are based on verified purchase costs and current UK education sector replacement pricing — formal quotations are required before capital commitment.
- The 3-year budget model (Mid scenario: £132,000) assumes steady-state refresh without growth — any roll expansion or new curriculum requirements will require model revision.
- Annual re-audit is strongly recommended (March each year) to track estate drift, capture new purchases, and refresh financial projections with current data.
- Trust CFO should consider multi-school procurement coordination — aggregating demand across Hartfield Learning Trust schools will reduce unit costs by 12–18% on framework pricing.

## YOUR THREE IMMEDIATE NEXT STEPS

**Instruct insurance broker to revalue IT schedule from £298,000 to £426,000 verified replacement cost.**

1 Owner: Business Manager (Mr David Okafor) | Deadline: Within 30 days | Document updated schedule in governor evidence file

**Commission IT Manager to complete GDPR disposal audit for 166 flagged devices and enroll 12 unmanaged iPads in MDM platform.**

2 Owner: IT Manager with DPO oversight | Deadline: End of summer term | Report findings to Data Protection Committee

**Present this report to Finance & Resources Committee with recommendation to approve £36,000 stabilisation budget (Year 1 Mid scenario).**

3 Owner: Headteacher (Mrs Caroline Bassett) and Business Manager | Deadline: Next scheduled committee meeting | Seek governor resolution and minute decision

## SnapXact Asset Intelligence Reports

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