

# ACHIEVING EFFICIENCIES IN MULTI-ACADEMY TRUSTS 2019

## ICT and technology: saving time and money

Undertaking a review and update of your technology and ICT equipment? **Alex Masters** shares advice from the experts to help you save time and money.

1. Be aware of hidden costs when investing in new technology. Always read the small print.
2. Consider more integrated solutions that in the long run could incur less cost. Some companies offer consultancy with the package to assess your needs.
3. Leasing is another option to consider: some companies specialise in such arrangements.
4. Buying large numbers of cheap inkjet and laser printers will not solve cost problems long-term – many cheap printers have such expensive supplies that it would be cheaper to fill them with champagne!
5. Count the number of printers and multi-function devices (MFDs) you have in your establishment and look at how much ink and toner you buy in a year.
6. Set up a print audit by installing a small computer program on every PC in your establishment. It will log all print jobs and will help you make some analysis of the data to start calculating what it's costing you.
7. Collect print data for a minimum of one month (but ideally three months) to allow you to level out usage peaks and troughs.
8. Take the usage data and cost-per-page data and work out what each printer is costing you per page. You can then start to take actions to reduce the print costs.
9. Use a print management program on the computers which will automatically send jobs over a set size to a different printer, force duplex printing to save paper and put restrictions on staff and students.



10. Get 'smart metering' installed in your buildings – a sophisticated means of metering, whereby energy usage data is collected automatically every half hour.
11. By making more information available to the school, you gain total visibility on energy usage across the entire site and determine specific information can be determined.
12. Schools looking at new solar PV installations may now benefit from higher feed-in tariff rates guaranteed by the government.
13. The Renewable Heat Incentive (RHI) has been introduced to focus attention on renewable energy and away from fossil fuels such as oil.
14. Consider solar thermal technologies. These are usually roof-mounted panels which contain a network of liquid-filled tubes that are heated by the sun.

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