

Grimsargh St Michael's Church of England Primary

Policy for Disposal of Assets

Introduction

- The Governing body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner.
- This policy sets out a framework to identify who has authority to declare items to be obsolete, surplus or damaged beyond repair, and means of disposal.
- Where items are to be sold, it is important that the best price for the item is achieved and that the Governing Body are fully involved in the decision making process.

Policy

1. Any item which is deemed to be obsolete or damaged beyond repair and it is not appropriate for sale may be written off by the Headteacher but this must be reported to the Governing Body for approval prior to any action being taken.
2. Any item which is surplus to the school's requirements and has a saleable value may be sold by the most appropriate means to achieve the best possible price. The Governing Body have decided that the Headteacher can make this decision for items up to the value of £2,500. Above this value, the Governing Body's prior approval must be sought. Where the Headteacher has sold obsolete items within the agreed delegated powers it must be reported to the next full Governing Body meeting. The Headteacher needs to ensure that all decisions/ approvals taken are clearly minuted and cross-referenced.
3. The means of disposal of items with an estimated value in excess of £2500 shall be determined by the Governing Body in accordance with the Authority's Standing Orders for Schools.
4. It is also important that VAT on the sale of such items is correctly accounted for where appropriate. All income received is to be banked to the school budget.
5. The disposal of an item of equipment must be recorded in the school's inventory/ stock book together with the date of disposal, and the amount of sales proceeds as appropriate. A note of the minutes where approval was passed may also be useful for future reference.
6. Computer hard drives containing pupil details must be disposed of appropriately and within the LCC guidelines.
7. A nominated person must carry out a stock take of the school's equipment annually and this must be recorded in the Governing Body minutes.