



Newport Infant School and Nursery Disposal of Assets Policy

Date of Policy Creation/Last Review	November 2022
Policy Lead	Chris Pierce
Date of Policy Adoption by Governing Body	December 2022
Frequency of review	Three Yearly
Review Due	November 2025
Category	General

Introduction

The Governing Body is responsible for ensuring that assets purchased by the School are disposed of in an appropriate manner.

Assets may be disposed of where these are considered surplus to educational needs.

Items can be available for disposal because they are:-

- Not capable of running required operational software systems or being upgraded to do so;
- No longer required, due to changed procedures, functions or usage patterns;
- Beyond repair

This policy sets out a framework to identify who has the authority to declare items to be obsolete, surplus or damaged beyond repair, and the means of disposal.

Where items are to be sold it is important that the best price for the item is achieved.

Policy

Any item which is deemed to be obsolete or damaged beyond repair and is not appropriate for sale may be written off by the Headteacher.

Any item which is surplus to the school's requirements, and has a saleable value, may be sold to achieve the best possible price. The Governing Body has decided a delegated level up to which the Headteacher has sole responsibility for this function. This is currently £3,000. The Personnel and Finance Committee must authorise the disposal of items with a current value greater than £3,000.

The means of disposal of items :-

The disposal of any item requires the approval of the Headteacher or Personnel and Finance Committee as appropriate.

Initial consideration should be given as to whether the item could be utilised elsewhere within the school.

Enquiries should be made with other Schools as to their interest in the acquisition of the item/s.

There is no need to always advertise the sale of items and common sense can prevail when determining an acceptable price for the item. The Headteacher would be responsible for making such decisions. If advertising an item it may take the form of :-

- Notice to be placed on staff notice board;
- Notice to be placed on view for pupils/parent bids;
- Offer to other schools
- Other appropriate method.

The disposal of an item of equipment must be recorded in the school's inventory together with the date of disposal, the reason for disposal, the approval of the disposal and the amount of sales proceeds if appropriate. All ICT equipment which is deemed obsolete will be fully cleaned of information prior to disposal.

The ICT equipment inventory is managed by Shaun Watkins the ICT Technician from Telford and Wrekin who is responsible for updating this inventory to ensure all disposal and write-offs are documented and Waste Electrical and Electronic Equipment Disposal Certificates (WEEE) are obtained.