

Saint Norbert's Catholic School

Disposal of Assets Policy

Date Adopted: Spring 2015

Date of Review: Spring 2018



Our Mission Statement

St. Norbert's strives to nurture and develop the whole child through

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Love of God

Love of one another

Love of life itself

Disposal of Assets Policy

Article 3- The best interests of the child must be top priority in all actions regarding children.

Aim

To dispose of unwanted school assets in a fair and equitable way, ensuring that they are in a saleable and/or disposable state.

Procedure

The decision as to whether an item is surplus to current requirements and of no continuing or future value rests with the Headteacher.

Once assets are identified as surplus, obsolete or beyond repair, their sale or disposal can be authorised by the Headteacher and the school inventory updated accordingly and retrospectively reported to the full governing body.

As a result of deciding an item is surplus an alternative use should be considered.

Whilst the item may be of no continued or future use to the school it may well be of some value to other parts of the school community.

Valuation of assets for disposal

It is important prior to disposal of an asset to ascertain an outline value of the item in order to ensure that value for money is obtained on the sale and so the appropriate procedures can be applied. An estimated value should be recorded in the inventory and agreed by the headteacher, Governors or someone with specialist knowledge.

Non-valuable items - under £100

Where items are adjudged to be of low value it is reasonable for the school to dispose of items via internal advertising or selling the item in a school fete.

Valuable Items - more than £100

To ensure value for money is obtained and to protect members of staff from criticism goods should be advertised to the public and parents as well as employees.

Advertisements can be placed in the school or PTA newsletter and in local newspapers.

If an item is considered to be of exceptional value and is worth more than £1,000 the proposed sale should be discussed with the School's Business Manager to obtain specific advice and guidance and referred to the governing body.

The top price is to be accepted and the successful bidder notified by letter. If two or more applicants have proposed the same price then a name is to be drawn out of a hat. In the event of a draw being necessary, all those involved will be informed by letter of the result. If items are unsold they should be disposed of in a suitable way.

Electrical and mechanical equipment - including computers. Care should be taken in the disposal of electrical and mechanical equipment especially if items are offered for sale.

Accidents caused by faulty equipment previously owned and maintained by the authority may result in a financial liability.

In view of this, it is recommended these items are checked for safety by a competent professional, such as an electrician or engineer, and a certificate issued identifying the item and verifying its safety.

The cost of obtaining a certificate will inevitably determine whether such items are placed for sale or are disposed of as scrap.

IT and Computer equipment has the additional requirement of secure disposal, both from an electrical safety point of view and security of the school's data.

Erasing data or physically destroying the disc drive should achieve the latter.

Proceeds

Proceeds from the sale of assets should be credited in the school budget and in most cases the appropriate code will be "Sales subject to VAT"

Further advice regarding coding of income is available from the School's Bursar.

Donated assets

Where items to be disposed of have previously been donated to the school, such as from the PTA, it is considered prudent to consult the original.

Signed _____

(Headteacher)

Signed _____

(for and on behalf of the Governing body)

Date _____