



## Cardinal Langley RC High School

# Disposal of Equipment Policy

### **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.

This policy sets out a framework to identify who has the authority to declare Inventory 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**

The disposal of any Inventory item requires the approval of the Headteacher or Resources Committee. (The Headteacher may delegate his authority within the restrictions of the Finance Policy). Initial consideration should be given as to whether the item could be utilised elsewhere within the school.

### **Writing Off Items**

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.

Items which can no longer be used by the school to which the above does not apply, but have no resale value, may at the discretion of the Headteacher, be donated to an appropriate charity or similar organization.

### **Sale of Items**

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

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 £15,000. The Resources Committee must authorise the disposal of items with a current value greater than £15,000.

Items valued less than £500 may be sold at the discretion of the Headteacher. There is no need for the item to be advertised and common sense can prevail when determining an acceptable price for the item.

When disposing of items valued over £500, care must be taken to obtain the best price for the item. Advice may be sought from an appropriate source to determine an appropriate price; the item may then be offered for sale through in-school noticeboards, inter-school communications, notices to parents, external advertisements or other method deemed appropriate to the item.

### **Disposal of ICT Equipment**

The school will dispose of all surplus ICT equipment in a manner which prevents the transmission of personal data, infringement of licenses or copyright, is cost effective and which complies with both environmental requirements and the United Kingdom Directive on Waste Electrical and Electronic Equipment (WEEE).

### **Recording Disposals**

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, where it went and the amount of sales proceeds if appropriate.

**Policy Approval:**

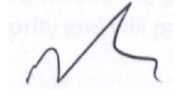
Signature of Headteacher:



06.02.2018

Date

Signature of Chair/Vice-Chair of Resources Committee:



06.02.2018

Date