



Calder Vale St. John's CE Primary School
Scorton CE Primary School
Policy on the Disposal of Obsolete Equipment

- a) The Governing Body is responsible for ensuring that any assets purchased by the school are disposed of in an appropriate manner.
- b) 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.
- c) Where items are to be sold, it is important that the best price for the item is achieved and that the Governing Body are informed.

Policy

1. 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 but this must be reported to the Resources Committee at the next meeting.
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 a delegated level of £200, up to which the Headteacher has sole responsibility for this function, and above which prior approval needs to be sought. Where the Headteacher has sold obsolete items within her 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 £2,500 shall be determined by the Governing Body in accordance with the Authority's Standing Orders for Schools.
4. It is important that VAT on the sale of such items is correctly accounted for where appropriate. All income received to be banked to the school budget.
5. The disposal of an item of equipment must be recorded in the schools inventory together with the date of disposal, and the amount of sales proceeds if appropriate. A note of the minutes where approval was passed may also be useful for future reference.

Date approved by Committee: 17th October 2013

Chair of Committee: Graham Peters

To be reviewed annually.

Review Date:

14th October 2014 Chair of Committee: Graham Peters

13th October 2015 Chair of Committee: Graham Peters