



Trinity St Stephen Church of England (Aided) First School

Disposals Policy

Ch Megaw

Headteacher
November 2018

Full Governing Body review due – November 2021

Trinity St Stephen Disposals Policy

The Governors of Trinity St Stephen CE (Aided) First School have decided the following procedures when disposing of assets purchased by the school from public funds which are no longer required for use within the school.

1. Principles and Guidelines

The principles for the disposal of goods, property and equipment are the same as when contracts are being let. It is necessary to take adequate steps to get the best price for the goods and that full records of the action taken are retained.

The Codes of Practice for disposal of land, property (land and buildings) or computer hardware should be followed. Potential disposals of this nature should be referred to the Royal Borough of Windsor and Maidenhead or the Oxford Diocese as appropriate.

The following guidelines apply to all other disposals depending on their estimated resale value.

All IT equipment must be data cleansed before release in accordance with RBWM IT Security Policy.

Items with an estimated current value of £1000 and over

Chair of Governors authorisation obtained.

Items of an estimated current value of under £1000

Headteacher's approval is normally required if the item is:

- a) to be sold to any member of staff, or friend or relative of any member of staff (note: the procedure described below must be followed to ensure equality of opportunity).
- b) to be free of charge i.e. donated to some charitable cause or considered of NIL value.

Items which are unsafe must be disposed of with due care and attention to all appropriate environmental legislation.

2. Procedure

The following procedure should be followed for assets being disposed of (excluding IT equipment that is disposed of via the RBWM IT Security Policy).

The school will:

1. Test the market (e.g. review trade magazines) to get an idea of the present value of the asset.
2. Obtain the appropriate authority (Chair of Governors/Headteacher) for the disposal, in writing.
3. If there is a second-hand market, consider the best means of disposal: advertisement in trade magazine or local press, auction, trade-in

The school will account for any costs involved such as Auctioneer's fees, cost of advertising etc.

If the asset value is £500 or more, sealed bids should be obtained; otherwise offers should be submitted in writing. Where an asset is traded-in, it is important to have the item valued separately to ensure the school is obtaining a good deal.

Where there is no obvious second-hand market, or the asset has been advertised and no reasonable offers obtained, the school will:

- Advertise the asset internally to all staff asking anyone interested to make a written offer by a given date. Where there are a number of similar items valued individually at less than £1000 then the advert can contain the price for the item and ask for interested persons to contact the school. If demand exceeds supply the advertisement must state that offers will be accepted on a "first come, first served" basis or state other "fair" criteria on which a decision will be made.
- If no response from staff is received, or if the Governors consider it more appropriate to make the item available to local community groups, eligible groups will be notified. These groups will be non profit-making organisations that operate within the Borough or act for the direct benefit of people within the Borough. If an item is disposed of to a voluntary group, the Chair of Governors must give written approval to the terms of disposal.

After sale is agreed

The school will send a letter to the successful bidder stating the agreed price. No conditions should be implied as to the state of goods, i.e. sold as seen.

Payment to be collected before goods are released; either miscellaneous income or invoiced through the income system and VAT must be accounted for. Income to be coded to the correct school income code.

Updating the Inventory

Where the disposed assets are included in the inventory of the school, the following information should be noted on the inventory:

- date of disposal and method of disposal (i.e. sold, skipped, recycled)
- If sold, the following information should be recorded for audit purposes and signed off by an authoriser: the recipient, amount received (including details of budget code credited and date). The authoriser should not be the person who keeps or updates the asset register or the person purchasing the asset for personal use.

A report of assets disposed should be made annually to the Finance Committee for approval and delegated powers.