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Policy Version Control

Asset Disposal Policy Sept 2019

Version no	Amendments	Approval date
2	Added reporting procedure - other small updates	Sep 17
3	Changed Finance officer to Office Manager and other minor changes. Added relevant section for Financial Procedures Manual	Sep 19

Asset Disposal Policy

This policy set out procedures to deal with the write off and disposal of all school assets. Assets are equipment that costs over £1000, and is recorded in the schools' inventory. IT equipment valued at £150 or more should be recorded. Assets must be disposed of in accordance with Schools Financial Procedure Manual Procedure Manual.

Equipment procedure (Including IT Equipment)

1. Establish that the equipment is no longer usable /safe, this could be;
 - Broken, worn out, out of date etc.
 - Condemned after yearly electrical test
 - Obsolete – unused after 3 years
 - Uneconomical to repair – advised by repairers
2. A condemnation form (appendix 1) is completed by school Office Manager and the condemnation form must be signed by two independent persons not involved in the maintenance of the school's inventories and stock books.
3. School Premises Manager (SPM) to dispose of appropriately in accordance with manufacturer's recommendations and health and safety regulations. Appropriate disposal arranged through borough refuse service or education development section.
4. IT equipment must be disposed of in accordance with the Data Protection act.
5. All condemned equipment should be defaced to render it unusable and IT inventory or equipment list should be updated.

Furniture procedure

Establish that it is no longer usable/safe, this could be:

- Cannot be repaired – SPM/IT Support
- No longer used/ needed as declared by Headteacher/Office Manager (Where possible if it is no longer used but still usable it will be stored)

1. Headteacher or Office Manager will advise the SPM to dispose of and condemnation form (appendix 1) completed and signed off.
2. School Premises Manager (SPM) to dispose of appropriately in accordance with manufacturer's recommendations, health and safety regulations and if required, Appropriate disposal arranged through borough refuse service if required.
4. Furniture which is no longer used but in good condition may be advertised to other schools in the LA and appropriate payment accepted.
6. Disposal of IT equipment must be compliant with the Data Protection Act. All data must be removed.

Books and curriculum materials including games and puzzles procedure

1. Establish that it is no longer usable/safe, this could be;
 - Damaged/missing pages/parts missing
 - Old and worn out
 - Inappropriate content (racist, sexist, incorrect out of date information)
2. Leaders of Learning will arrange for Headteacher/Deputy Head to look at rejected books and materials.
2. Headteacher/Deputyhead agree (or not) to condemn books or equipment.

4. SPM to dispose of appropriately (books must not be distributed to children) or sent for recycling.

Reporting to Governors

1. Any assets/equipment disposed of above the value of £500 will be reported to and agreed by the Resources committee.
2. All assets / equipment disposed of from £2500 will be reported to and agreed by the Governing Body
3. The asset register will be reviewed annually by Full Governing body .

Policy updated: September 2019

Next review date: September 2021

Appendix I

Condemning Form

Qty	location	Description	Make/model	Serial no	Date	Reason

Name of condemner.....

signature.....

Name of condemning Officer

1.....signature.....

Name of condemning Officer

2.....signature.....

Appendix 2 (Asset Disposal from Financial Procedures Manual

7.4 Disposing of Assets

7.4.1 The Governing Body may dispose of assets through sale, donation or scrapping.

7.4.2 Assets that have been disposed of must be removed from the Asset Register, and the insurer (if applicable) notified.

7.4.3 For every disposal, the Governing Body or Headteacher (if the authority has been delegated) must:

- record the reasons for the disposal
- be able to demonstrate that the assets are either obsolete or surplus to requirements

7.4.4 Headteachers must appoint a single person to be responsible for disposing of assets, and inform them in writing that they are ultimately accountable for doing so. The responsible person's name must be clearly identified in the school's disposal file.

7.4.5 Any disposal of a capital asset must be made in accordance with the school's policy on purchasing and disposal and, where the disposal involves land and/or buildings funded by the LA, the school must obtain formal advice and approval from The .

7.4.6 Schools must ensure that they adhere to the latest WEEE (Waste Electrical and Electronic Equipment) legislation, which sets out the requirements for disposing of electrical/electronic equipment, (The legislation states that such assets cannot just be thrown away, but must be disposed of properly, either by:

- Donation to a charity (for refurbishment and re-use) – e.g. Tools for Schools
- Disposal by a specialist organisation, who will take such items away and recycle them. (Specialist organisations normally charge for this service)

7.4.7 Before disposing of computer equipment schools must ensure compliance with the Data Protection Act 1984 by erasing all personal data from the hard disk. Note that merely deleting files may not physically remove the data, which could be restored using specialised products. You must also ensure that any software products for which licences are maintained in-house are removed from the equipment prior to disposal.

7.4.8 Any member of staff who determines that an asset is surplus to requirement, or who is involved in the disposal, should never attempt to purchase it or take it for personal gain. There should be a clear separation of duties and the Headteacher must approve all disposals.

7.4.9 Official receipts must be issued for income received for disposed assets. Monies must be received and properly accounted for by someone who has not been involved in the disposal.

7.4.10 The income received from the sale of any asset must be treated as income in the school's budget, unless it relates to the sale of certain assets (such as land and buildings owned by the LA) or to income from a Public/Private Partnership (PPP) or Private Finance Initiative (PFI), which are subject to a specific agreement.

7.5 Obsolete Assets

7.5.1 Assets are deemed obsolete if they have no resale value.

7.5.2 Schools may donate surplus, obsolete assets to the voluntary sector, or scrap them.

7.6 Surplus Assets

7.6.1 Where the possible sale value for an item or group of items exceeds a predetermined threshold value, the school should seek to dispose of them by quotation, competitive tender or public auction, unless approved by the Governing Body to do otherwise.

7.6.2 The threshold value should be set by the Governing Body.

7.7 Retention of Disposal Documentation

7.7.1 All documentation relating to the disposal of the asset must be retained for a period of six years after the disposal.

7.7.2 The following types of document should be retained:

- the Governing Body or Headteacher's written record declaring the asset surplus, and instructions to the person appointed as responsible for the disposal
- the advertisement
- the offers made
- the receipt