



# **DISPOSAL OF ASSETS POLICY**

**Chair of Governors:**

**Date: July 2023**

**Review date: July 2026**

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## **Introduction**

In the event that the School suffers a loss of property, or disposes of assets, there is an expectation to undertake a formal write-off process.

## **What constitutes a loss?**

When the school has permanently lost the possession or use of property. For the purpose of a write off, a school is considered to have suffered a loss of property when any of the following occurs:

- Accidental damage to an item rendering it irreparable
- An item is stolen, i.e. theft/burglary/break-in
- Fire/storm/flood/malicious damage to property rendering the property beyond repair
- Loss of property for whatever other reasons

## **Other instances where equipment may no longer be used**

In addition to a 'loss', some equipment may no longer be retained, and/or used in school for a variety of reasons, including:

- Surplus to requirements
- Unserviceable
- Obsolete
- Unsafe
- Subject to trade-in, transfer, sale, donated or scrapped.

## **Property subject to write-off**

- Any individual item that is recorded in the schools' asset register
- Any individual item not recorded on the school asset register, but has a replacement value of £1000 or more.

## **Property not subject to write-off**

- Minor items (those not listed in the inventory).
- Consumable items/stationery that are surplus to requirement, unserviceable, obsolete or unsafe and need to be removed from school.

- Anything that is not owned by the school, i.e.:
  - Items owned by staff
  - Items owned by students
  - Items on loan to the school
  - Leased items

## **Process for a write-off**

The Governing Body of Ysgol Bryn Derw School is authorised to dispose of goods and materials surplus to the School's requirements by whichever means would, in the judgement of the Headteacher, result in the best value for the School. The options are as follows:

- Auction;
- Tender;
- Private sale;
- Transfer to another service;
- Donation to a not for profit organisation.

Where a surplus item is likely to raise more than £1000, a written report will be provided to the Governing Body for consultation before the disposal takes place.

Written tenders shall be invited for any item likely to realise more than £5000.

All IT assets will be disposed of in liaison with the Head of People & Business Change.

Subject to the approval of the Governing Body, the Headteacher can dispose of surplus goods and materials to a not for profit organisation.

In the case of private sales, particularly to staff or service areas, there should be open competition and the Headteacher should seek written offers from the persons bidding for the item(s). These should be retained as evidence of the process followed.

In the event that the Headteacher determines that goods are beyond their economic useful life and therefore of no value, he / she will arrange for recycling as appropriate or disposal as waste.

Appropriate records of disposal will be maintained and where assets are maintained on the Asset Inventory, the Headteacher will make arrangements for these records to be updated accordingly.

## **Authorisation Levels**

The Headteacher will not inform the Governors about routine write-offs. However, the Governors will be informed when:

- There is a criminal offence (e.g. theft from school).
- The write-off of a major item that has a replacement value over £1000.
- The write-off of a number of duplicate items with a total replacement value of over £3000 (e.g. several items of IT equipment).

What to do with written-off property?

- The items must be disposed of.

- Written-off items and other major assets/resources, which are surplus to requirements, unserviceable or obsolete should be disposed of via refuse, recycling or destroying.
- Any other method of disposal (e.g. sale or trade-in) must be approved by the Leadership, Resources and Self-Evaluation Committee.
- Where possible, items should be disposed of in an environmentally appropriate way, including recycling.

## **Review schedule**

This policy will be reviewed within a 3 year period of approval.