



Asset Disposal 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 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

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.

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 £1000.00. The Committee must authorise the disposal of items with a current value of greater than £1000.00.

The disposal of any item requires the approval of the Headteacher or Committee.

Initial consideration should be given as to whether the item could be utilised elsewhere within the school.

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

Items valued less than £50 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.

Items valued over £50 must be advertised prior to disposal

This may take the form of:

- a) Notice to be placed on staff notice board;
- b) Notice to be placed on view for pupils/parent bids;
- c) Offer to other schools;
- d) Other appropriate method.

All ICT equipment which is deemed obsolete will be fully cleaned of information prior to disposal.

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.

Date Policy Approved by Governors: October 2023

Date of Next Review: October 2026

GENERAL

1.1 The purpose of this procedure is to provide the means for the disposal of redundant or surplus assets.

1.2 The policy aims to achieve the best possible outcome for St David's High School by gaining the best available net return when selling and to ensure that St David's High School is even-handed, open and honest in all dealings.

1.3 The best value outcome to St David's High School must be a major consideration when disposing of assets.

1.4 Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit and other examinations, but it highlights successes and problems for future reference.

1.5 Non-disposal of obsolete equipment only takes up space, potentially incurs on-going maintenance costs and deprives St David's High School of income without any offsetting benefit. St David's High School should therefore dispose of such equipment in line with the processes set out below.

1.6 Consideration has been given to identifying the risks and the areas most susceptible to fraud and the policy is designed to minimise fraud.

2. DEFINITIONS

'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to an item with a useful life greater than 12 months, with residual value of £50, excluding text books.

'Market Value' means the value of an item in the market place and is regardless of its initial purchase price or residual value.

'Leased Items' - any item which was financed other than by direct purchase, e.g. Finance Lease, Hire Purchase, Operating Lease, Rental Agreement.

3. REASONS FOR DISPOSAL

Items can be available for disposal because they are:

- Not capable of running required operational software systems or being upgraded to do so;
- No longer required, due to changed procedures, functions or usage patterns;
- No longer complying with occupational health and safety standards;
- Beyond repair.

4. RESPONSIBILITIES OF THE ST DAVID'S HIGH SCHOOL STAFF.

Must be aware that:

They are accountable for all decisions they take in the disposal process.

- Proper accounting and audit procedures should be observed and all decisions documented and reported to the Headteacher. The Governors have authorised the Headteacher to approve write-off of any item which is deemed to be damaged beyond repair and is not appropriate for sale.

• Any item which is surplus to the school's requirements and has a saleable value, maybe 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 £1000.00. The Committee must authorise the disposal of items with a current value greater than £1000.00.

5. OPTIONS FOR DISPOSAL OF I.T. ASSETS

IT assets identified for disposal may be dispensed with using the procedures below.

Acceptable methods of disposal are:-

- Transfer of the asset to another part of St David's High School
- Private Sale
- Donated to a community service organisation subject to the provisions of section 8 of this policy
- Destroyed or recycled

Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value.

In all cases IT assets disposed of must be reported on an 'Asset Disposal' form to ensure they are removed from the central IT Inventory.

A more detailed description of each disposal option is set out below.

5.1 Sale

Private sale involves assigning a price to the item(s) and publicising the item(s) availability for sale and setting a closing date for receipt of bids. This may range from an advertisement on the intranet or general round robin email.

To ensure a fair price is paid in the case of a private sale, a market value assessment should be obtained, in writing, from St David's High School.

Prospective buyers should be given adequate opportunity to inspect the goods prior to sale.

Collection or forwarding of the goods is normally contingent on the presentation to St David's High School evidence of payment of the sale price.

The item may, on receipt of an offer, be sold to the first person to make such an offer.

Assets will be advertised as 'sold as seen' with no guarantee of lifespan given.

5.2 Donations or Selling Items to Staff

St David's High School Headteacher may authorise the donation of the equipment to another organisation.

When offering items to staff, the school should follow the Council's Code of Conduct which lays down guidelines on how schools and individual members of staff should avoid any impropriety or any suspicion of improper conduct. There is a need to ensure that all staff have the opportunity to see what may be available. In addition consideration should be given to allocating equipment via a lottery if there are more interested parties than items available.

Destroyed or Recycled Equipment

Items with no market value and no use to any other organisation or person may be destroyed in an appropriate and safe manner.

An 'Asset Disposal' form must be completed and authorised by the School Business Manager and forwarded for updating of the IT Inventory.

6. GENERAL PROCEDURES FOR DISPOSAL OF EQUIPMENT

6.1 Identify assets for disposal

6.2 Complete Asset Disposal sheet (Appendix 'A3)

6.3 Determine the market value of the asset

6.4 Select the best disposal option - where the nature of the asset means it is not suitable for donation to a primary but has significant value then sale should be the preferred option.

6.5 Upon receipt of a written request from the relevant IT Client, the St David's High School's IT Technician will undertake the following actions:-

- Validate the serial numbers/identity of devices
- Remove the item from the Inventory
- Remove the item from maintenance arrangements

For disposal of PCs

- Obtain estimate from the preferred supplier recommended by Environment and Waste for disposal - this is normally at no cost

- It is essential to ensure that any computer and laptop hard drive / memory / data store is professionally cleared of such data prior to disposal. This is to ensure that the school adheres to data protection legislation and minimizes the risk that sensitive information is exposed to unauthorized individuals.

For disposal of Active Equipment

- Obtain estimate from preferred supplier
- Complete Active Equipment Disposal Certificate in consultation with preferred supplier

For re-sale/donation of PCs

- Estimate the time required from to erase all hard disc contents and re-install the base operating system (e.g. win 3.xx, w95, win2000, winXP, etc)
 - Ensure the IT Client is aware that the recipient of the kit should be advised in writing that:-
St David's High School will not be liable for any Health and Safety issues surrounding the use of the equipment - sample wording might be: "It is the recipient's responsibility to ensure that the equipment is suitable and safe for its intended use, installed correctly, and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instructions for and advice on the installation and use of the equipment and to carry out or to have competent persons carry out all necessary checks appropriate to the equipment. St David's High School will not be liable for any loss, damage, or injury arising out of the installation or use of the equipment, however caused".
 - Maintenance is not included on the kit.
- When complete, arrange for collection.

6.6 Oversee the sale including the collection of income and issuing of receipts.

7. OTHER ISSUES

7.1 St David's High School

St David's High School offers no warranty on the condition of the equipment it sells or donates. Sales or donation documentation should provide as full a description of the items as possible, specify that goods are sold 'ex works' or 'as is, where is', and invite prospective buyers/beneficiaries to inspect the goods before the sale.

8.2 Updating School Inventory Records

Asset disposal decisions and the reasons for taking them should be documented. The following information should be recorded against all items in the school inventory:

- Chosen option of disposal including the reason / rationale;
- The date the equipment is disposed of; and
- Approval of the disposal.

7.3 For equipment which is to be sold, transferred or donated the school should also record where the equipment went and any sale proceeds.

8. CHECKLIST FOR DISPOSAL OF ASSETS

- 1.** Identify asset for disposal
- 2.** Select the best disposal option
- 3.** Seek necessary authorisation i.e. Headteacher / Governing Body
- 4.** Remove the items from any outstanding maintenance arrangements
- 5.** Retain appropriate records
- 6.** Update the school inventory records

Additional requirements for items identified for sale or donation

- 7.** Ensure items are in a good and safe condition
- 8.** Ensure PAT tests are in date for electrical appliances

