

Wicklewood Primary School and Nursery



Redundant Equipment Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the operational committee.

Reviewed:

Signed: (Chair) Date: 8.2.17

Signed: Julia Brooks (Headteacher) Date: 8.2.17

Next Review due: Spring 2018

1. The governing body has the authority to declare equipment, furniture or any other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget. Land and building are always excluded from this authority.
2. Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £100 and sale is to be by public auction or competitive tendering, authority for disposal can be given by the headteacher.
3. The prior approval of the governing body will be required where:
 - The estimated disposal value is over £500
 - The sale is not to be by public auction or competitive tendering
4. A list of equipment disposed of will be presented to the governing body at its' next meeting. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.
5. The schools' inventory will be amended to show disposals and such entries will be endorsed by the headteacher.
6. The net income (i.e. excluding VAT) from the sale of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

(Scheme for financing schools 2016-17 5.4 Income from the sale of assets - Schools may retain the proceeds of sale of assets except in cases where the asset was purchased with non-delegated funds (in which case it will be for the Authority to decide whether the school should retain the proceeds), or the asset concerned is land or buildings forming part of the school premises and is owned by the Authority.)