



# BJS Federation of Schools

## Asset Disposal Policy

Policy Adopted by Executive Headteacher: Spring 2023

Signed   
Ms A. Parker, Executive Headteacher

Signed   
Mr N. Hiley, Chair of Finance, Resources & Personnel Committee

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# Asset Disposal Guidance

## 1. Introduction

1.1 A major objective of this document is to define procedures/guidelines for asset disposal across the Federation.

1.2 The Governing Board of the BJS Federation of Schools is responsible for ensuring that assets purchased by the Federation are disposed of in an efficient and appropriate manner.

1.3 Assets may be disposed of under varying circumstances. Date of purchase, degradation, damage, obsolete or outdated or by any other reasonable circumstance that the Executive Headteacher approves and thereafter informs the Governing Board.

1.5 Consideration will be made to either liquidate items which are to be sold at the best market price at the time. Or to donate said items to less developing countries. This will be decided by the Executive Headteacher who will thereafter inform the Governing Board.

## 2. Policy

2.1 Any item which has been assessed and confirmed damaged, obsolete or outdated and is not appropriate for sale may be written off by the Executive Headteacher

2.2 Any item which is deemed surplus to the Federation's requirements, may be sold to achieve the best possible price. Finance, Resources and Personnel Committee (FRP) will advise the financial parameters that will be delegated to the Executive Headteacher to manage this function. These guidelines will be set out in the BJS Federation of Schools Scheme of Delegation.

2.3. It is essential to retain appropriate documentary evidence to demonstrate that the schools have followed these procedures. Such evidence may be inspected from time to time to ensure that the schools are complying with the requirements of these procedures.

## 3. Procedures for writing off Assets

3.1 No item identified for disposal can be disposed of unless it is sanctioned by the Executive Headteacher. The Executive Headteacher will provide a progress report of assets at each FRP meeting.

3.2 The following criteria will be followed in every instance before initiating the disposal process.

1. Can the item be utilised elsewhere across the Federation?
  2. Can the item be repaired?
  3. Can the item be relocated to a guided play area?
  4. Can the item be recycled?
  5. Can the item be destroyed?
  6. Can the item be donated to a community service organization or school?
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3.3 If the item has been identified as a resalable item, then the information will be posted on display boards in and around both schools. The items will be available to all school stakeholders.

3.4 Computing equipment (drives, desktops, etc.) identified as obsolete or outdated, will have all data completely removed prior to disposal.

#### **4. Sale of Assets**

4.1 When considering the sale of assets, research will be conducted to determine a reasonable resalable benchmark. A robust system should be in place to ensure that members of staff avoid any impropriety or any suspicion of improper conduct.

4.2 There may be special circumstances whereby the HOS will decide if there should be a tiered system implemented on the sale of various items. In such cases, items will be offered to staff first and the wider school community second. Once items are publicly listed, they will be liquidated on a first come first serve basis. These assets should be advertised as "Sold as Seen" with no guarantee or refund provided. Any items sold, will follow the Local Authority guidelines on such matters.

4.3 The HOS may authorise the donation of equipment to another organisation, a charitable cause such as sending items to a less developed country or another school. In each instance the entity receiving the donation will have to make their own collection and delivery arrangements.

#### **5. Disposal of Assets**

5.1 Any items assessed and valueless should be disposed of in an appropriate and safe manner and Items must be destroyed or recycled in accordance with current legislation and Local Authority guidelines.

5.2 The premises manager is responsible for assets and maintenance of asset register and IT equipment, with all the details of the asset as listed on this policy, Copies of purchase receipts, licenses etc. will be kept by the Bursar

5.3 Evidence is required that the asset is cared and maintained by regular service/upgrade. It is essential for the Premises manager makes sure that all assets are tested for Health and Safety and Safeguarding.

5.4 When disposing/donating any asset, it is mandatory that the GDPR policy is followed. Asset does not contain any school data. For disposals, it is required for the safe disposal certificate from the clearing company contracted for the disposal.

5.5 Asset register must be available anytime on request of the Executive Headteacher, Head of School or the Governors.

#### **6. Disposal of Fixed Assets**

6.1 This policy does not include the disposal of fixed assets e.g. fitted furniture, sinks, doors boilers etc. Please contact the Local Authority Capital Team for advice and assistance for the disposal of any fixed Assets.

#### **7. The Executive Head, Head of School or Designated Officer**

7.1 Must be aware that: They are accountable for all decisions they take in the

disposal process Accounting and control procedures should be observed and all decisions documented and reported to the Governing Board.

## **8. Procedures for Writing Off Assets**

8.1 On identification of item(s) to be written off; which have been bought from budgets under the Governing Boards control, a schedule should be prepared for approval by the Executive Headteacher and sanctioned by Governors. Disposal details should be entered in the inventory/equipment register.

8.2 The financial limit based on current estimated value for disposal of asset to be approved by the Executive Headteacher is £5000 (This figure is subject to review), above this limit a proposal will need to be approved by the Governing Board at the next appropriate meeting. The Governing Board can delegate this function to the Finance, Resources and Personnel Committee.

## **9. Transfer of Assets to a New School Site**

9.1 Prior to the transfer of existing assets to a new school site, a check should be made to ensure that all such items are included in the BJS Federation of school's inventory. If this is found not to be the case, the inventory should be updated. If many assets are to be transferred to the new site, an appropriately detailed list of such items could be compiled for ease of use.

9.2 However, the disposal column on inventory should also be appropriately updated to show that the items in question have been transferred. The receiving schools should include all transferred items in its own inventory. Historical inventories and the new inventory should be held together in a central file for reference purposes, to ensure consistency for inspection purposes.

## **10. Donating or Selling Items to Staff**

10.1 When offering items to staff, the BJS Federation of schools will follow the Local Authority Code of conduct for schools which lays down guidelines on how schools and individual members of staff should avoid any impropriety or any suspicion of improper conduct.

10.2 In this regard if schools receive any such offers, they need to consider carefully what subsequent action may be appropriate. For example, items should be appropriately advertised within schools to allow all staff the opportunity to see what may be available. In addition, consideration could be given to allocating items like computer equipment via a lottery if there are more interested parties than items available.

10.3 As well as updating this inventory to reflect the donation sale, it is essential to retain appropriate documentation of the disposal process which are clear and transparent and minimise the risk of allegations of unfairness in any process of distribution. Such documentation should be retained in case of query/challenge later. Staff should also understand that computers, laptops, and hard drives will be cleared of all data prior to any handover.

## **11. Updating Asset Management Records**

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11.1 Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit and other examinations, but it also highlights successes and problems for future reference. The following information should be recorded against all items in the schools' inventory: Chosen option of disposal including the reason/ rationale, the date the equipment is sold, transferred, donated, destroyed, or recycled.

11.2 For equipment which is to be sold, transferred or donated, where the equipment went and who handed it over (with signature) and who received it (with signature).

11.3 For equipment to be recycled/ destroyed, the following information should also be recorded: Who disposed of it with signature and counter signature of a second member of staff as witness. If a large number of items are intended for a single destination, for convenience these could be grouped together for sign-off.

## **12. Health and Safety**

12.1. For all equipment ensure the recipient signs the following health and safety notice. The BJS Federation of schools will not be liable for any Health and Safety issues surrounding the use of the equipment. 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 instruction 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. The schools will not be liable for any loss, damage, or injury arising out of the installation or use of the equipment, however, caused".

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