



Holywell Primary School

Disposals Policy

Status:	Non-Statutory
Approval Body:	Governing Body
Review Frequency:	3 Years
Last Review:	March 2018
Next Review:	Spring 2021

Disposals Policy

1. Introduction

- 1.1 The Governing Body of Holywell School is committed to ensure that there are adequate arrangements to ensure that the inventory is accurate and up to date.

2. Write offs and disposals of stocks and equipment

- 2.1 All write offs and disposals of surplus stocks and equipment with a value between £100 and £500 are subject to the discretion of the Headteacher and one other member of the Senior Leadership Team
- 2.2 The Governing Body will authorise all write offs and disposals of surplus stocks and equipment with a value above £500.
- 2.3 All items for disposal above £500 will be subject to competitive quotation.
- 2.4 Items for which the school is funded through the budget share may, at the discretion of the Headteacher, be sold, where these are considered surplus to educational needs and where disposal does not interfere with the efficient running of the school.
- 2.5 Any such disposal will be made at the best obtainable price and the funds will be deposited in the school's School Budget Share account.
- 2.6 The Head teacher and governors will take reasonable steps to ensure the best return on items sold off, or if given away, that all persons interested in the item have an opportunity to express their interest (e.g. by advertising items for sale publicly).
- 2.7 The disposal of equipment should be recorded, with reason for disposal, who has authority to declare the item disposable, the method of disposal and, where appropriate, sale proceeds.
- 2.8 Thefts will be reported to the Headteacher and Internal Audit and, where appropriate, the Insurance Office and the Police.

3. Monitoring and review

- 3.1 The effectiveness of this policy will be monitored by the Governing Body.
- 3.2 This policy will be reviewed every three years.