



Obsolete Equipment Procedures

Approved by Governors on 2 November 2021

Review Committee: Resources

Review Term: Biannually



OBSOLETE EQUIPMENT PROCEDURES

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people
– are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in
achieving their potential – spiritually, academically and personally.

CHRIST THE KING CATHOLIC HIGH SCHOOL

POLICY FOR THE DISPOSAL OF OBSOLETE EQUIPMENT

- 1.0 Introduction
- 1.1 The Governing Body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner.
- 1.2 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.
- 1.3 Where items are to be sold, it is important that the best price for the item is achieved and that the Governing Body are fully involved in the decision making process.
- 2.0 POLICY
- 2.1 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 and must be reported to the Governing Body for information at their next meeting.
- 2.2 Any item which is surplus to the school's requirements and has a saleable value may be sold by the most appropriate means to achieve the best possible price. The Governing Body need to decide a delegated level up to which the Headteacher has sole responsibility for this function, and above which prior approval needs to be sought. Where the Headteacher has sold obsolete items within his delegated powers it must be reported to the next Full Governing Body meeting. The Headteacher needs to ensure that all decisions/approvals taken are clearly minuted and cross-referenced.
- 2.3 The means of disposal of items with an estimated value in excess of £2,500 shall be determined by the Governing body in accordance with the Authority's Standing Order for Schools.
- 2.4 It is important that VAT on the sale of such items is correctly accounted for where appropriate.
- 2.5 The disposal of an item of equipment must be recorded in the school's inventory together with the date of disposal, and the amount of sales proceeds if appropriate. A note of the minutes where approval was passed may also be useful for future reference.
- 2.6 Any obsolete computer/electrical equipment that cannot be sold will be taken to recycling centres as appropriate.