

West Earlham Infant and Nursery School
Redundant Equipment Policy

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:
 - a. The estimated disposal value is between £100 and £500 and the sale is not to be by public auction or competitive tendering
 - b. Where the estimated disposal value is above £500, these must be referred to the Head of Children's Services (Finance & ICT), as per the Norfolk Scheme for Financing Schools.
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.

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **June 2018**. The date of the next formal review will be **June 2019** and every year thereafter, unless statutory legislation changes.

Policy approved by the Finance, Premises and Personnel committee of West Earlham Infant and Nursery School.

