



Elm Court School  
Every Learner Matters



The Livity School

# Elm Court Livity Federation

## Asset Disposal Policy

The Governing Body will dispose of revenue assets through sale, donation or scrapping, in an environmentally responsible manner.

Where the disposal involves land and/or buildings funded by the LA, the formal advice of the Corporate Property Services Business Unit is needed.

For every disposal the Governing Body or Executive Headteacher will:

- Record the reasons for the disposal.
- Be able to demonstrate that the assets are either obsolete or surplus to requirements.

The Executive Headteacher has appointed the School Business Manager (for The Livity School) and the Finance Manager (for Elm Court School) as the single person in each school within the Federation responsible for disposal. These staff will be instructed in writing on the disposal and is ultimately accountable for the disposal.

The asset disposed of must be removed from the asset register following disposal, and if the asset is insured, the insurer will be notified of the disposal once it is completed.

All IT equipment must be disposed of in accordance with the Waste Electric and Electronic Equipment (WEEE) Regulations 2013. In the case of PCs, prior to any disposal of equipment you will need to ensure compliance with the Data Protection Act 1998 by erasing all personal data from the hard disk. (Not that merely deleting files may not physically remove the data, which could be restored using specialised products). Any software products, for which licences are maintained in-house, are removed from the equipment prior to disposal. If required advice will be sought before disposing of any office computer from the LA.

Any member of staff who determines that an asset is surplus to requirements or is involved in the disposal will not be allowed to attempt to purchase it or take it for him or herself. There will be a clear separation of duties.

Official receipts will be issued for income received. Monies received will be properly accounted for by staff who have not been involved in the disposal.

### **Obsolete Assets**

Assets are obsolete if they have no resale value.

School will donate surplus obsolete assets to the voluntary sector, or scrap.

### **Surplus Assets**

Where the possible sale value for an item or group of items is in excess of a pre-determined threshold value then the school should seek to dispose of them by quotation, competitive tender or public auction unless approved by the Governing Body to do otherwise.

### **Retention of Disposal Documentation**

All documentation relating to the disposal of the asset will be retained for a period of six years after the disposal.

The documents that will be retained are:

- The Governing Body or Executive Headteacher's written record declaring the asset surplus and instructions to the School Business Manager/Finance Manager as the person appointed as responsible for the disposal.
- The advertisement
- The offers made
- The receipt.

This policy was formally approved by the Governing Body on: 25/01/2023

Chair of Governors

M. J. J. J.

Date: 20 25/01/2023

Executive  
Headteacher

[Signature]

Date: 25.1.23

Review Date: January 2026