

DISPOSALS POLICY

The Governing Body of St Cuthbert Mayne School shall ensure that there are adequate arrangements to ensure that the inventory is accurate and up to date.

Write offs and disposals of stocks and equipment

- Any write off or disposal of surplus stocks and equipment with a value above £1,000 (value at the point of disposal) may only be authorised by the full Governing Body. Disposals up to the value of £1,000 can be authorized by the headteacher.
- All items for disposal above £5,000 should be subject to competitive quotation (value at the point of disposal).
- Items for which the school is funded through the budget share may be sold, where these are considered surplus to educational needs and where disposal does not interfere with the efficient running of the school.

Any such disposal will be made at the best obtainable price and the funds deposited in the school's Budget Share account.

Any property that was acquired at cost, net of VAT, is liable to a VAT charge on the proceeds from its sale/disposal, (no matter how small or how long after the original purchase).

- Reasonable steps will be taken 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).
- The disposal of equipment will be recorded, with reason for disposal, who has authority to declare the item disposable, the method of disposal and, where appropriate, sale proceeds.
- Thefts are reported to the Headteacher and Internal Audit and, where appropriate, the Insurance Office and the Police.

Personal data that is no longer needed will be disposed of securely in accordance with the school's Data Protection Policy.

We will shred or incinerate paper-based records containing personal data, and overwrite or delete electronic files. We may also use a third party to safely dispose of records and computers on the school's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

Last Reviewed: March 2022

Next Review: March 2025