



Redundant Equipment Policy

Clarion Academy Trust Redundant Equipment Policy

- The Trust Board 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 buildings are excluded from this authority as permission for such disposals is required from Freeholder and the Education Funding Agency.
- Where redundant equipment is deemed by the Chief Financial Officer/Business Manager to have no disposal value it will be scrapped and disposed of through school approved recycling or waste disposal contractors.
- Where the estimated disposal value of individual surplus or redundant assets (equipment) or stores is less than £100 and sale is to be by competitive tendering authority for disposal can be given by the CEO, Head Teacher or Head of School.
- The prior approval of the Trust Resources Committee will be required where the estimated disposal value of individual items is between £100 and £500.
- Where the estimated disposal value is £501 or above, the prior approval of the Governing Body will be required.
- A list of equipment disposed of will be maintained in all cases and this will be reported to the Trust Resources Committee at each 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.
- The fixed asset register and asset inventory will be amended to show all disposals and such entries will be endorsed by the CEO, Head teacher/Head of School.

Approved: 12/3/2019

Review date: March 2020