



St. Stephen's School and Children's Centre

Learning for life

Federated Disposal of Assets Policy

This policy will be reviewed every 3 years.

	Date	By	Role	Ratified	Date
Version 1	June 2013	Mark Little	School Business Manager	Governing body	June 2013
Version 2	May 2016	Mark Little	SBM	Governing body	June 2016
Version 3	April 2016	Mark Little	SBM	Governing body	April 2019
Version 4	Oct 2019	Mark Little	SBM	Governing body	Nov 2019
Version 5	Nov 2022	Mark Little	SBM	Governing body	30/11/22
Version 6	Oct 2025	Mark Little	SBM	Governing body	Dec 2025

Procedure for Disposal of Assets

If the school wish to dispose of any school equipment/furniture the following should be adhered to:

1. The School Business Manager will assess the condition of the asset. If equipment/furniture is no longer working or not able to be repaired then the School Business Manager, with permission of the Head Teacher, will arrange the disposal of this/these in a suitable manner. And through the correct agencies.
2. A valuation of the Asset to be disposed of should be sought from the School Business Manager and a price will be confirmed and agreed by the Governing Body if it is to be sold.
3. Any asset to be sold should be advertised in the Schools Newsletter and through a school letter to parents.
4. Bids for the asset to be sold off should be put in a sealed envelope and given to the Head Teacher who will then, together with the Governing Body, consider these bids. All persons entering a bid should be notified by letter as to whether or not their bid has been successful. No unauthorised person should be informed of the contents of these envelopes.
5. All monies received should be put into the school Budget account as "Sales/Miscellaneous Income" Code C0796246. The School Business Manager is responsible for carrying out this task.