



**Phoenix**  
FEDERATION

# **Disposal and Write-off Policy**

**Chair of Governors: Ade Onagoruwa**

**Executive Headteacher: Mr. Dean Gordon NPQEL**

**Date:**

**Date to be reviewed:**

## DISPOSALS

- (i) The Headteacher is authorised to dispose of surplus, damaged or scrap assets, materials or equipment on the best possible terms, where the estimated realisable value of the materials does not exceed £500. The Headteacher's signature must be obtained before any asset is disposed of. Where the estimated realisable value exceeds £500, the approval of the Resource Committee shall be obtained.
- (ii) If the estimated realisable value of the materials is in excess of £50 but does not exceed £500, the proposed disposal shall be advertised on the staff notice board and staff will be invited to submit sealed bids for the items.
- (iii) If the estimated realisable value of the materials is in excess of £500, quotations shall be invited from at least two sources external to the school. Staff, however are not precluded from also submitting bids.
- (iv) Records of disposals shall be kept together with details of bids.
- (v) Confidential data will be removed from any device or manual paperwork following procedures as set out by LA Data Protection Team. Confidential paperwork will be shredded and disposed following the LA Destruction of Records guidelines.

## WRITE OFFS

- (i) The Headteacher shall be authorised to write off any debt owing to the school up to a value of £300 for any one item, provided that he/she is satisfied that proper steps have been taken to mitigate the loss and prevent a recurrence. This may, for example, be in respect of school meals debts; letters; damage to the school or contents; charges levied by the school (e.g. music tuition). The debt must be over 365 days before it can be written off.
- (ii) Any debt in excess of this and up to the value of £1000 shall be reviewed and written off by the Governing Body/Resource Committee if all avenues of collection have been exhausted and it is over 365 days old.
- (iii) The Resources Committee may write-off debts of up to £1,000. Permission must be sought from the LA to write-off debts above this amount.
- (iv) Records of write offs shall be kept.

In both cases, the assets disposed of / written off will be removed from the asset register.