



# Hunnyhill Primary School

Date of Review	15 <sup>th</sup> March 2016
Next Review Due	March 2018
Staff Responsibility	SBM
Responsibility FGB/Committee	Finance Committee
Signed by Chair of Governors	

## Management & Disposal of Assets

### Aims

This policy sets out the procedure for the management and disposal of equipment assets at Hunnyhill Primary School. This policy also considers the management of the asset which comprises the buildings at Hunnyhill.

### Asset Equipment Inventories

- All equipment that comes into the school over £200 in value, including IT equipment, will be security marked.
- The School Business Manager will hold the inventory of marked items in the school office.
- A record will be kept of the area to which it has been allocated and/or the person it has been issued to.
- There will also be a record of whether or not the item is to be routinely allowed off the premises.
- These inventories will be checked at the end of each financial year.
- Any asset held by a member of staff (such as laptops) may be checked at any time by the Headteacher or a person nominated by the Headteacher, usually the School Business Manager, IT team or Site Manager.
- There is an obligation on the part of any member of staff who holds an asset belonging to Hunnyhill Primary School to immediately report any loss, damage or theft of the asset and to provide a police report number if appropriate.

### Asset Disposal

- Any registered asset which is no longer needed in the area it has been issued to must be returned to the jurisdiction of the School Business Manager.
- If the asset is still in good working order then it will be reallocated within the school and the change noted on the inventory.
- If it is not reallocated then it will be held in storage for a period of 1 year.
- If it is still surplus to needs then the asset may be disposed of by the following procedure:
- The item(s) will be brought to the attention of the Headteacher by the School Business Manager.
- The Headteacher will examine or receive a demonstration of the item to ensure that it has come to the end of its useful life
- The Site Manager or IT team will clear any sensitive or school related information from any IT device
- The Headteacher will sign the asset register to approve the disposal and the destination of the item will be recorded on the register
- The Site Manager will arrange waste disposal of the item in an approved environmentally aware manner

## **Buildings of Hunnyhill**

The Governing Body is aware of the significant asset that comprises the buildings at Hunnyhill Primary. The buildings have potential for Community use by voluntary non-profit making groups and for commercial lettings. The following guidelines are considered when maximising this asset.

The Governing Body and Headteacher:

- Will consider all applications by voluntary non-profit making groups to use the hall, playing fields or other areas.
- Will actively encourage adult learning and leisure activities by local and national providers.
- Will actively encourage the use of the school for Extended School activities.
- Will actively pursue commercial lettings which do not interfere with the running of the school.
- Will regularly review the lettings policy to ensure the school receives the appropriate remuneration for its lettings.