



The Lune Valley Federation of Leck St Peter's & Hornby St Margaret's Church of England Primary Schools



Disposal of Assets Policy

This policy was adopted from the Guidance on the Control of School Assets from Lancashire County Council (reviewed Summer 2025).

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1.0 INTRODUCTION

- 1.1 The Governing Body is responsible for ensuring that assets purchased by the school are disposed of in an appropriate manner.
- 1.2 This policy sets out a framework to identify who has the authority to declare items to be obsolete, surplus or damaged beyond repair, and to determine the means of disposal.

2.0 POLICY

- 2.1 Any item which is obsolete or damaged beyond repair and is not appropriate for sale may be written off by the Headteacher, but must be reported to the Governing Body at the next meeting for information.
- 2.2 Any item which is surplus to the school's requirements and has a saleable value may be sold by the most appropriate means to achieve the best possible price.
- 2.3 The Headteacher may arrange for the sale of items of estimated value up to £2,500. The sale of these items must be reported to the Governing Body at the next meeting.
- 2.4 The means of disposal of items with an estimated value of £2,500 or more shall be determined by the Governing Body.
- 2.5 All income received must be paid into the school budget and VAT identified where appropriate.
- 2.6 The disposal of an item of equipment must be recorded in the school's inventory together with the date of disposal, and the amount of sales proceeds if appropriate. The date of the Governing Body meeting when the disposal was reported/approved must also be recorded.

Use of Ebay

As the risk of using Ebay sits with the School it is up to individual schools to weight up the risks and benefits and then make an informed decision on whether to proceed with the use of Ebay. This is a guide only and if Schools are going to make use of Ebay it is for each school to determine its own procedures for use and to be mindful of the potential risks involved.

A comprehensive record should be maintained of all items sold to support the information held on Ebay. This could be in the form of a spreadsheet which clearly documents all income and expenditure in date order. All invoices and receipts should be retained to support these records. Evidence should be printed from Ebay as it is unclear how long these records are retained.

Each transaction should have a clear audit trail and the documents will have to be retained in line with the document retention guidelines.

- a) In order to sell an item a user name and associated details need to be registered, ie:

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- a user name;
- name and address of registered user;
- contact details, telephone number and email address;
- bank account, credit card details or a Paypal account in order to charge the user with fees for selling.

For non-bank account schools this obviously causes problems as it will probably have to be a named individual.

- b) Even though a school might have an unofficial school fund bank account this should not be used as the income is most likely to be official income.
- c) Fees are due for listing the item and also from a percentage of the final selling price. The amount of fees charged for listing an item is dependent on the starting price. The higher the starting price the higher the fees.
- d) Consider starting everything at a low starting price, as this may attract the most interest. **Unless there is an absolute minimum amount required for a particular item.**
- e) If items are to be posted or collected by courier, ensure the postage charges on the listing cover the actual costs.
- f) If large items (eg furniture) are listed, perhaps consider the need to stipulate that items can only be collected in school time. This may create its own problems with bidders not honouring the winning bid and not turning up.
- g) Problems may be experienced with buyers complaining about damaged or faulty goods. Consider having a policy of no refunds or a no returns policy or be prepared to accept returns with the obvious hassle this brings.
- h) Inevitably, queries will be received from prospective bidders. Need to ensure someone is available to monitor emails and answer the questions.

The points above are merely intended to highlight the potential problems and pitfalls from using ebay by schools. It is for individual schools to decide whether ebay is used and how, bearing in mind the need for accountability and transparency. Given the issues above, it is anticipated that if schools do go ahead then responsibility for selling, paying fees, accounting for the income and for answering queries or problems will rest with one individual and not the school. However, there are obvious control issues with this, not least accounting for the income.

If schools do go ahead then comprehensive records and robust procedures need to be put in place to account for all items sold this way. This needs to be formally approved by governors.

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This policy was reviewed by the governing body of the Lune Valley Federation of Leck St Peter's and Hornby St Margaret's Church of England Primary Schools on 18th November 2025.

Signed: Chair of Governors

Date:

It will be reviewed annually.

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