

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR DISPOSAL OF ASSETS



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Portfield School maintains a register, which is retained by the Site Manager in his office at Lower School, of its moveable non capital assets determined by the authority and in accordance with “Financial Regulations Relating to Schools” (these regulations being held at County Hall). All disposal of assets from the register shall firstly be authorised by the governing body or its finance committee (if appropriate). All disposals shall be in accordance with Financial Regulations Relating to Schools.

Any assets that are obsolete or unrepairable will be signed off by the Head Teacher and member of SLT/Administrative support and disposed of

Policy Review

The policy statement will be reviewed on a biennial basis in consultation with staff, parents and governors.

Headteacher Date.....

Chair of Governors Date