

 CAMPS BAY HIGH SCHOOL	CAMPS BAY HIGH SCHOOL: POLICIES		
	POLICY:	DISPOSAL POLICY	
		DATE:	1 FEBRUARY 2021

1. INTRODUCTION

This document is the Disposal Policy of Camps Bay High School as approved by the Governing Body.

2. DISPOSAL COMMITTEE

In order to correctly dispose of any moveable asset in this school, a formal Disposal Committee must be established consisting of (but not limited to):

- The Principal;
- The Deputy Principal; and
- The Operations Manager

3. REASONS FOR DISPOSAL

The following are the reasons movable assets in this school may be disposed of:

- Item is broken to the point where it cannot be repaired;
- Item is broken, but it is not economical to be repaired (Beyond Economical Repair – BER);
- Item is no longer needed for the functionality of the department it is used in, or found to be in excess.

4. METHOD OF DISPOSAL

The Operations Manager is to check each item to be disposed of to ascertain that the reason for disposal is valid. Once this is established, a list of items will drawn up and presented at a meeting of the Disposal Committee to write off and record as follows:

- Total write-off and dispose of Items 2.1 and 2.2; or
- Establish a value of the item in 2.3 and sell it.

This Disposal Policy for Camps Bay High School was adopted by the Governing Body of Camps Bay High School at a meeting held at the school on the date indicated below.

SIGNED: _____ DATE: _____
PRINCIPAL

SIGNED: _____ DATE: _____
SGB CHAIRPERSON

SIGNED: _____ DATE: _____

SGB SECRETARY

POLICY REGISTER DETAILS

TITLE OF POLICY	DISPOSAL POLICY
DATE APPROVED BY SGB	
EFFECTIVE DATE	May 2021
EXPIRY DATE	This Disposal Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	Three years or sooner from the date of adoption. Each SGB should review this policy at least once during its term of office.

Updated May 2021