



Thomas Bewick School **Inventory Procedure** **2017-19**

Introduction

The school is required to maintain up to date inventories of all equipment and furniture. As a general guide anything costing over £50 or expected to last longer than one year should be entered in the inventory. Items of a low value, consumable nature, need not be entered, e.g. stationery, toys, books. The register records:

- Date the item was purchased
- Description of the item, including the make/model, serial number etc
- Supplier name and order number
- Cost of the item
- Location of the item in school
- Authorisation of the disposal and date
- Reason and method of disposal

The Head Teacher is responsible for proper security of the assets held by the school, including items purchased by the Association of Friends, through the School Fund or by gift. Items used by the school but owned by others are included with a note of ownership. Leased items are identified as such with termination date of the lease.

Maintenance of the Inventory

- Responsibility for the inventory lies with the School Business Manager.
- Day to day responsibility for maintaining the record lies with the Admin Officer.
- All cameras and attractive IT equipment is labelled and recorded on a separate asset register held in Primary Admin Office
- IT equipment – e.g computers, laptops, iPads are held on asset register maintained by the ICT Technician
- Items of software are recorded on the Equipment Register
- The annual check of the inventory will be certified and authorised by the Head Teacher.
- The Finance & Staffing Committee will receive an annual report, including disposals

Responsibilities of Staff

- The person receiving an inventory item is responsible for notifying the Admin Officer as soon as the item is received of item details e.g. model, serial number etc.
- Staff members re-locating items out of their area of responsibility must use the form provided to inform the Admin Officer of this information, to have the item removed from their inventory list.
- Staff members receiving items from another area of school must also follow the above point.
- The loan of equipment or removal from the school shall be approved by the Head Teacher. A record of all loans and removals will be kept by the School Business Manager. Staff must sign out any equipment they have permission to take home if they are not to be personally liable for any loss or damage and for the school's insurance to be active e.g laptops, iPads.
- Each class/area will be required to carry out a check of the inventory on an annual basis to ensure all items are correctly accounted for. Whoever carries out the check should date and initial the record to indicate the check has been carried out.

- Any discrepancies in the inventory should be notified to the Admin Officer who will investigate and inform the Headteacher.
- Obsolete or damaged items must be reported to the School Business Manager and must not be disposed of without the express permission of the Head Teacher. Only the Head Teacher and Governing Body can authorise the writing-off of stock – in line with Newcastle Schools' Financial Regulations.

Disposal of Equipment

- When an item is surplus to requirements, obsolete or damaged the inventory holder will notify the Head Teacher.
- Items recorded in the inventory are only to be removed from that record following authorisation from the Head Teacher and approval from the Governing Body.
- Where an item has a value of £500 or more written authorisation is required. An entry will be made in the inventory by the Admin Officer, cross-referenced to the written authorisation.
- Staff may not purchase assets designated as destined for write-off or disposal without the express permission of the Governing Body.
- Where the Head Teacher deems the school to have no further use for an item, but believes disposal of the asset may produce income for the school, the item can be sold using procedure set down in Newcastle Schools' Financial Regulations. Monies must be paid into the School Budget, under no circumstances can this be paid into voluntary funds.

The Disposals Register will be kept by the School Business Manager and will record the following information:

- Item to be disposed of
- Date of disposal
- Method of disposal
- Proceeds of sale or how disposed of if scrapped
- Person authorising the disposal

Losses of Equipment

When a loss is discovered due to theft or any other cause, staff should notify the inventory holder who will immediately refer the matter to the Head Teacher, with a report of the circumstances. The Head Teacher will examine these circumstances and determine whether a further investigation is necessary.

Inventory

Nursery

Reception 1

Reception 2

Reception 3

Class 1

Class 2

Class 3

Class 4

Class 5

Class 6

Class 7

Class 8

Class 9

Class 10

Class 11

Holder

Lucy Hogarth

Jackie Pottinger

Natalie Foy/Cheryl Reay

Laura Hinchliffe

Hannah Broadhead

Lauren Short

Lana Tippins

Michelle Fraser

Kate Emmerson

Jess Fox

Lauren Webb

Claire Widmer

Shelly Piggott

Sarah McNeill

Andrew McGuinness

Class 12
 Class S1
 Class S2
 Class S3
 Class S4
 Class S5
 Class 16a
 Class 16b

Amanda Quinn
 Djamila Hassani
 Catherine Bhatti
 Francesca Brown
 Theresa Corrighan
 Theresa Eastaugh
 Rebecca Rothwell
 Steph Hodson/Yvonne Purvis

Art & DT
 Admin equipment/stores/meeting rooms etc
 Literacy

Lauren Short/Theresa Corrighan
 Admin Team
 Kate Emerson/Rebecca
 Rothwell

Maths
 PSHE&C & SRE

Janine Peacock/Francesca Brown
 Daley Barber-Allen/Andrew
 McGuinness

Science
 ICT

Shelly Piggott/Diane Scott
 Hannah Broadhead/Daley Barber
 Allen

PE
 Music
 History/Geography
 Re
 MFL
 Careers
 Accreditation/WRL
 Sensory

Michelle Fraser/Claire Widmer
 Diane Scott/Catherine Bhatti
 Jess Fox/Sarah McNeil
 Cheryl Reay/Natalie Foy
 Djamila Hassani
 Steph Hodson
 Theresa Eastaugh
 Lucy Hogarth/Amanda Quinn

Loans

Where school employees are authorised to remove temporarily from the premises any item of equipment furniture, e.g. a computer for self-training purposes, this will be recorded in the loans record. Items of school property should not be removed from school premises without the appropriate delegated authority (Head Teacher). The school will record any loan and update the record when the asset is returned. The position relating to insurance should be clarified and explained to staff concerned before any assets are taken off the school premises.

Revision Record of Published Versions			
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J McCreery	20/11/13	1.0	Awaiting approval
	13/02/14	1.0	Approved by Premises Committee
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J McCreery	Feb 2017	1.1	Approved by Premises Committee 02/03/17
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