

**Purchasing Policy**

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| <b>Author/Person Responsible</b>        | Head, SBM, Finance Governor  |
| <b>Date of Ratification</b>             | 18/11/20   |
| <b>Review Group</b>                     | Resources Committee  |
| <b>Ratification Group</b>               | Resources Committee  |
| <b>Review Frequency</b>                 | Annually   |
| <b>Review Date</b>                      | Nov 21   |
| <b>Previous Review Amendments/Notes</b> |  |
| <b>Related Policies</b>                 | Scheduled of Delegation, Charging and Remissions, Financial Procedures               |
| <b>Chair of Governors Signature</b>     |  |

## Policy for Purchasing

### Mechanism for Authorisation of Spending

The following proposals are intended to cover all spending on equipment, materials, and services for the school. However, particular care should be taken where items of expenditure have not been budgeted for, and are not included in the School Development Plan.

#### 1. **Authorisation**

- (a) Proposal for expenditure up to £3,000 should be referred to the Headteacher for approval. (£5,000 if in SIP or annual budget)
- (b) Proposals for expenditure between £3,000 and £10,000 should be referred to the Resources Sub-Committee for approval.
- (c) Expenditure in excess of £10,000 should be referred to the Full Governing Body.
- (d) The Chair of Governors (or Chair of Resources) in consultation with the Headteacher has the power to carry out functions of the Governing Body if a delay in exercising a function is likely to be seriously detrimental to the interest of the school, a pupil at the school or their parents, or a person who works at the school. Any interim decisions must be documented (email etc) and reported at the next meeting of the Resource Committee or Full Governing Body, where retrospective approval must be documented.

#### 2. **Tendering for Contracts and Equipment**

Standing Orders require three written quotations for purchases over £3,000. However, for many schools, expenditure of less than this will still represent a major demand on the budget and it is in everyone's interest to ensure that the best value for money will be obtained

- (a) If the anticipated value of a single line item purchase or contract is between £1,000 and £3,000, a minimum of three telephone, catalogue, internet or other method of price comparison should be obtained. A record of price comparisons should be kept on file.
- (b) If the anticipated value of a contract or purchase is above £3,000 at least three written quotations should be invited from suitable suppliers. The details should be presented to Governors using the High Value Pro-forma attached as Appendix 1.
- (c) The Property Services list of approved Contractors should be referred to in all cases where applicable.
- (d) Leases and other long-term contracts having duration in excess of twelve months shall require the approval of the Chief Financial Officer.
- (e) Full tendering procedures are required for expenditure over £50,000. (The Governors / Head will obtain advice from the LA if considering undertaking tendering procedures).

Purchasing Policy Agreed:

Tony Down \_\_\_\_\_ Chair of Governors

Andrew Holloway \_\_\_\_\_ Chair of Sub Committee

Date: 18.11.20

## APPENDIX 1 (Purchasing Policy)

Project / Purchase \_\_\_\_\_

| Supplier/Contractor | Cost | Comments<br>Other details /<br>Discussions / Problems |
|---------------------|------|---|
|                     |      |   |
|                     |      |   |
|                     |      |   |

Recommended Supplier/Contractor \_\_\_\_\_

Approved Supplier / Contractor \_\_\_\_\_

Agreed at: (please tick)

Finance/Staffing Committee ☐

Premises/Health & Safety Committee ☐

Full Governing Body Committee ☐

Date agreed by Governors \_\_\_\_\_