



Purchasing Policy

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|-----------------------------------|--------------------------|--------------------------------|
| Signed (chair): D Whinham | Name: | Date 30.09.19: |
| Signed (Head): A Hodge | Name: | Date: 30.09.19 |
| Reviewed by: A Hodge | Reviewed on: 24.09.19 | Note of Revisions: none |
| Ratified by: Governing Body on | | Next Review: September 2020 |

Equality Impact Assessment (EIA) Part 1: EIA Screening

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|--|-------------------|------------------|--|
| Policies, Procedures or Practices | Purchasing Policy | Date | |
| EIA CARRIED OUT BY: | | EIA APPROVED BY: | |

Groups that may be affected:

| Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes) | Existing or potential adverse impact | Existing or potential for positive impact |
|---|--------------------------------------|---|
| Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion) | N/A | N/A |
| Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication). | N/A | N/A |
| Gender Reassignment (transsexual) | N/A | N/A |
| Marriage and civil partnership | N/A | N/A |
| Pregnancy and maternity | N/A | N/A |
| Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers) | N/A | N/A |
| Religion or belief (practices of worship, religious or cultural observance, including non-belief) | N/A | N/A |
| Gender (male, female) | N/A | N/A |
| Sexual orientation (gay, lesbian, bisexual; actual or perceived) | N/A | N/A |

Any adverse impacts are explored in a Full Impact Assessment.

PURCHASING POLICY

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) Proposals for expenditure up to £3,000 should be referred to the Headteacher for approval.
- (b) Proposals for expenditure between £3,000 and £6000 should be referred to the Finance Committee for approval.
- (c) Proposals for expenditure greater than £6000 - £50000 should be referred to the Full Governing Body for approval.
- (d) Proposals for expenditure over £50000 should be referred to the LA
- (e) The Chair of Governors (or Chair of Finance) 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 interests 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 Finance 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 £6,000 and under £50000. 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 £6000, 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 £6000 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-Appendix 1

- (c) The 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 (LA).
- (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).



High Value Proforma

Current Situation/Scope

| | Supplier/Contractor | Supplier/Contractor | Supplier/Contractor |
|----------|---------------------|---------------------|---------------------|
| Quote | | | |
| Comments | | | |

Prices are excluding VAT

Recommended Supplier/Contractor

Agreed at Full Governing Body

Date