



GOVERNORS' POLICY STATEMENT ON PURCHASING

Issue No	Author/ Owner	Date Written/Amended	Approved by Governors on	Comments
1	KJM	April 2012	Approved 25.4.2012	
2	WF	June 2015	Approved 24.06.15	
3	WF	June 2016	29 June 2016	Title change

1. Context

Backwell School works within the guidelines for academies contained in the Academies Financial Handbook issued regularly by the Education Funding Agency.

The terms of reference of the Governors' Finance and Buildings Committee form the framework for Backwell School's purchasing policy.

All budget holders in school should read pages 10 and 11 of the Backwell School Financial Procedures, available on Frog.

All procurement of supplies or services of whatever value should be negotiated through the Schools Procurement Officer, wherever possible accessing the appropriate government framework or running our own mini tender.

2. Tendering for contracts and equipment

Estimated value	Procedure unless there is only one supplier	Authorisation by
Under £10,000	Invite at least two written quotations	Budget Holder
£10,000 £74,999	Invite at least three written quotations	Budget Holder and Headteacher
Over £75,000	Obtain at least three competitive sealed tenders.	Finance & Buildings Committee
Over EU procurement threshold, currently £173,934	Obtain OJEU tenders	Finance & Buildings Committee

3. Mechanism for authorisation of spending

Expenditure within the annual budget approved as part of the School Improvement Plan

Orders are to be signed by approved signatories as noted above. All orders for expenditure totalling £10,000 or over shall also be signed by the Headteacher or School Business Manager and reported to the Finance and Buildings Committee at their next meeting, but whenever possible reported in advance.

Expenditure outside the budget

No order shall be placed for expenditure outside of the approved budget without the prior approval of the Headteacher or School Business Manager. Additional projects that become necessary throughout the year should be discussed at the Finance and Buildings Committee and a budget agreed for them within the schools financial constraints.

4. Best Value

The principles of Best Value are to be applied to all purchases. School staff with spending powers are regularly reminded of the principles. There is a rolling programme for examining services purchased by the school against best value principles and the results are reported to governors.

5. Certification of Inventories

Department Inventories will be updated and maintained by Heads' of Departments. Equipment can only be disposed of and written off by the School Business Manager or Business Support Manager acting on the delegated authority of the Headteacher.