



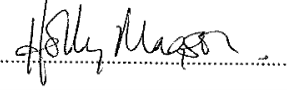

# Raysfield Primary

**Know myself. Respond to my world.**

**Connect with my community.**

## Raysfield Primary School

# PURCHASING POLICY

	Name: Holly Magson	Date: 09.11.2023
	Name: Claire Hill	Date: 09.11.2023
Ratified: FGB 09.11.2023		Next Review: Annually – November 2024

## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices</b>	Purchasing Policy	<b>Date</b>	09.11.2023
<b>EIA CARRIED OUT BY:</b>	Claire Hill	<b>EIA APPROVED BY:</b>	FGB

Groups that may be affected:

Are there 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 a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		✓
Marriage and civil partnership		✓
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		✓
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		✓

Any adverse impacts are explored in a Full Impact assessment

## **Mechanism for Authorisation of Spending**

The following proposals are intended to cover all spending on equipment, materials, and services for the Schools. However, particular care should be taken where items of expenditure have not been budgeted for, and are not included in the School Development Plan. Any item to be purchased must be agreed following the scheme of delegation authorisation limits and personnel with authorisation responsibilities. This includes purchases made through invoice and purchase card. A requisition for an order must be completed and signed in all instances.

### **1. Authorisation**

- (a) Proposals for expenditure up to 'and including' £10,000 should be referred to the Head teacher for approval.
- (b) Proposals for expenditure greater than £10,000 should be referred to the Full Governing Body for approval.
- (c) The Chair of Governors (or Vice Chair) 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 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. However, 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 £5,999, 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 £6,000 or above 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 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. European Procurement regulations and Contracting Law requirements will be adhered to for all appropriately sized tenders. (The Governors / Head will obtain advice from the LA if considering undertaking tendering procedures).