



St Martin's C of E Primary and Nursery School

PROCUREMENT POLICY

The Governing Board regards efficient and effective procurement as being central to the provision of appropriate resources within schools. Governors require the Headteacher to have in place efficient and effective processes that ensure that the procurement of goods and services is undertaken with economy of effort and achieves Best Value.

All staff involved in procurement shall have regard for the provisions of the Finance Manual [which sets out minimum standards in respect of procurement processes, authorisation of orders and payments]. The Governing Board recognises the need to streamline processes, achieve savings and, where it is appropriate, allow choice.

To reduce the administration burden, where possible staff will take advantage of situations where market testing has already happened. These will be:

- Devon County Council contracts;
- Contracts arranged by the school or groups of schools;
- Regional contracts
- DfE approved procurement frameworks e.g. ESPO

This is most likely to be the case with supplies of a repetitive nature. The effort expended in market testing will be proportionate to the value and or importance of the item(s) considered. Market testing will be conducted in line with the levels set out in the Finance Manual. ^[SEP]

Appropriate validation of suppliers shall be undertaken to ensure that relevant technical qualifications are in place and that adequate insurance cover exists.

Appropriate arrangements will be made for all staff to access budgets for replenishment items. ^[SEP] Where teachers are required as a matter of course to have an input into the selection of items or services, they will follow the school's agreed Purchasing Procedure. ^[SEP] Whilst sales representatives may provide the opportunity for staff to view items, these offerings may not provide Best Value. Staff must not

Jesus said “I have come that you may have life, life in all its fullness”. (John 10:10)

sign company order forms and sales representatives must be told that school teachers do not have authority to issue official orders. Staff responsible for maintaining stocks of goods required will be responsible for requisitioning those goods. Where that person is also the budget holder, that will be sufficient authority for the goods to be ordered.

The School Business Manager will keep internal operational arrangements under review and make recommendations for changes to this policy as required, otherwise this policy will be reviewed in line with the timescales within the Policy Review Schedule.

POLICY REVIEW

Policy Review Term:	Annual (with main Finance Policy)
Lead member of staff responsible for review:	School Business Manager
Lead Governor responsible for review:	N/A - staff review only
Date policy adopted:	4th May 2016
Dates policy reviewed:	25th January 2017
	7th March 2018
	13th March 2019
	11th March 2020
	1st March 2021
	1st March 2022
	29th March 2023
Dates policy amended between reviews:	