

# Aylesford School

and Sixth Form College



learning together from 4 to 18

## PROCUREMENT POLICY

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Lead: Finance Manager  
Via: Finance and Premises

**'from potential to reality'**

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**Headteacher: Tim Hodgson**

## Procurement – Policy Statement

The policy of the Governing Body is that all purchases of goods and services should represent 'Best Value for Money' for the school. This means that they want to get the correct quality, quantity and provision of service at the best price possible.

A large proportion of school purchases will be paid for from public funds and, therefore, the school must maintain integrity of these funds by following the general principles of:-

- **Probity:** it must demonstrate that there is no corruption or private gain involved in the contractual relationships of the academy
- **Accountability:** the academy is publicly accountable for its expenditure and the conduct of its affairs
- **Fairness:** that all those dealt with by the academy are dealt with on a fair and equitable basis

The Governors, therefore, require that all purchases of goods and services are made in accordance with the regulations as laid down by the DfE/EFA and as itemised in the Academies Financial Handbook and the Academy's own Financial Procedures Manual.

### **Definition of 'Best Value for Money'**

Value for money is the acquisition of goods and services of the right quality at the most appropriate cost.

The lowest cost does not necessarily always represent value for money or best value. Therefore, as well as price, consideration must be given to:-

- The goods or services effectively meet and/or exceed the school's requirements and specifications
- The goods or services are of premium quality
- Where required, professional after sales support is fully available

For large procurement exercises the application of best value principles assists decision making in securing best value for money.

- Challenge why, how and by whom a service is provided;
- Compare performance of other academy organisations where applicable
- Consult with potential users of the procured service;
- Use fair competition, wherever practicable, to secure an efficient and effective service.

Where the lowest price is not the selected supplier the reasons why must be carefully and fully documented against purchasing criteria and if necessary should be referred back to the Governing Body (Finance and Premises).

### **Determining purchase procedure**

The value of the purchase or contract will determine the purchase procedure, namely:-

#### **Purchases under £5,000**

Routine purchasing using catalogue prices, quotes not necessary although encouraged for values above £1,000.

#### **Purchases £5,000 to £50,000**

Three quotations requested, and written specification provided.

### **Purchases over £50,000**

Formal Open Tender. Contract values over the European Community tender limit (currently £181,302 net of VAT) must be advertised in the Official Journal of the European Union (OJEU) if necessary.

Purchases will be made in accordance with the budget approved by the Full Governing Body.

Tenders shall be renewed and opened by two of the following authorised persons:-

- Headteacher
- Director of Operations
- Finance Manager
- Any Governor member of the Finance and Premises Committee

### **Procurement of Reactive Maintenance Services**

Reactive maintenance services are procured either through WCC hotline approved contractors or an order is raised directly by the Academy with the contractor. The latter arrangement adheres to the following areas of control:-

- Contractors will have provided a quote/estimate/hourly rate for works
- Contractor will have fulfilled all safeguarding control regulations
- Contractor will have appropriate liability insurance
- Contractor will have supplied a method/risk assessment for works
- Contractor will be registered with the appropriate professional or trade association if the level of job requires this registration

The Academy Site Manager will keep a record of all contractors used directly by the Academy and file documentation relating to the control measures listed above.

### **Preferred suppliers**

In order to facilitate efficient & responsive procurement the Academy maintains a “preferred supplier list”. Purchases from the “preferred” supplier list between the value of £5000 and £50,000 may occasionally **and only if necessary**, be made without obtaining 3 quotations. In all cases this will require authorisation from the Head Teacher and/or Director of Operations.

This is particularly vital for trade and construction services where a prompt response time is vital.

In addition to the areas of control identified for reactive maintenance, suppliers listed as “preferred” will have consistently demonstrated **reliability and value for money**.

All criteria will be periodically tested & evaluated.

### **Orders from one source of supply / service**

Where it is considered that there is only one source of supply and/or it is not in the interest of the Academy to pursue other suppliers the Headteacher and Governors must satisfy themselves that competition is not possible or the timeframe is prohibitive and delay would have significant detriment to the success of the project. Records to support these decisions will be kept.

### **Procedures**

Procedures for each of the above are detailed in the Academy’s Financial Procedures Manual which is reviewed by Governors annually.

**Environmental Considerations**

Governors also require that where-ever possible the environmental impact of the product or service is considered. This may include buying local, buying recycled or recyclable products and reducing the school's carbon footprint associated with purchased products and services.