



**LORDSHIP LANE**  
PRIMARY SCHOOL

# Purchasing Policy

## 2025/26

| Statutory or non-statutory | Date reviewed | Date of next review |
|----------------------------|---------------|---------------------|
| Statutory                  | December 2025 | December 2026       |

## **1. Introduction**

This Purchasing and Procurement Policy sets out the procedures the school follows to ensure that all spending represents best value, complies with Haringey Council Financial Regulations, and supports the aims and priorities of the School Development Plan.

It should be read alongside the Best Value Statement, which outlines the principles that underpin all financial decisions.

## **2. Objectives**

The objectives of this policy are to ensure that:

- Public funds are used efficiently, effectively, and transparently
- Procurement decisions are consistent with the four principles of Best Value
- The school obtains goods, services and works that are fit for purpose, competitively priced, and delivered to an appropriate standard
- All purchasing complies with Haringey Council's Contract Standing Orders and national guidance (SFVS)

## **3. Delegated Authority**

- The Headteacher is the school's Accounting Officer and authorises all expenditure.
- The School Business Manager/Finance Officer processes orders and invoices in line with authorisation limits.
- The Finance Committee provides oversight, challenge and assurance.
- Governors approve the annual budget and monitor expenditure at termly meetings.

No member of staff may commit the school to any expenditure without prior authorised approval.

## **4. Purchasing Thresholds**

### **4.1 Low-value purchases (under £5,000)**

- May be purchased from a known, reputable supplier
- No formal quotes required

- Evidence of value for money should be retained where reasonable (e.g., quick price comparison)

#### **4.2 Standard purchases (£5,000-£10,000)**

- At least two price checks or informal quotes
- Cheapest option normally taken unless a written justification shows better long-term value or suitability

#### **4.3 Higher value purchases (£10,000-£25,000)**

- Minimum of three written quotes
- A brief evaluation should be kept showing:
  - costs
  - quality/suitability
  - evidence of best value
- Decision authorised by the Headteacher and reported to the Finance Committee

#### **4.4 Major purchases (£25,000+)**

- Formal tendering process following Haringey Council Contract Standing Orders
- At least three tenders invited
- Evaluation panel led by the Headteacher and at least one Governor
- Finance Committee must approve the recommendation
- The LA must be informed before award

### **5. Procurement Principles**

The school will:

- Challenge whether goods/services are necessary and aligned to school priorities
- Compare cost and quality with alternative providers
- Consult users and stakeholders where appropriate
- Secure competition through quotes/tenders, except where specialist or emergency provision is required
- Ensure suppliers have appropriate safeguarding, insurance, and compliance checks
- Consider whole-life costs (not just the initial price)

## **6. Exceptions**

Exceptions may apply where:

- Goods or services are urgently required to ensure health and safety
- Only one supplier is capable of providing the product/service
- The item is an extension of an existing contract where change would be inefficient or disruptive

Any exception must be justified in writing and approved by the Headteacher, and reported to Governors.

## **7. Ordering and Payment Procedures**

- All orders must be raised through the school's finance system before goods/services are received
- The Headteacher approves all orders
- Invoices must be matched to approved orders
- No personal purchases or retrospective orders are permitted

## **8. Review and Monitoring**

- Compliance with this policy will be monitored through monthly expenditure reviews with Haringey Finance
- The Finance Committee will review procurement activity
- This policy will be reviewed annually alongside the Best Value Statement