



PFA Procurement Policy

The PFA (St James Parents and Friends Association) is a member's association, all parents and carers of school pupils are its members. Through events and other activities we raise funds for our school and the school community (children, teachers, families etc.) to enhance our children's learning. As an official charity (no. 1003759) the PFA is run by members who join as committee members and/or trustees. The PFA is run independently to the school.

Procurement is the purchase of goods, services and any other expenditure using PFA funds.

Our procurement policy aims to :

1. Ensure any funds spent align with the object of the association to advance the education of the pupils in the school.
2. Allow members, trustees and our community to be confident that the charity's money is safe, properly used and accounted for.
3. Achieve best value for money and recognise that considered spending is a form of fundraising.
4. Reduce excessive paperwork, processes and delays allowing for an efficient and thriving charity.
5. Align with UK Charity Laws and guidelines from The Charity Commission and grant givers.
6. Respects all who have donated time, energy and monies by spending funds raised responsibly.
7. Promote Equality, Diversity, Sustainability and ensuring procurement of high quality appropriate products and services.

We will achieve these aims by:

- a. All our charitable donations to the school and/ or appropriate others are agreed by a majority of the PFA's committee (who represent our members) in accordance with our constitution.
- b. Ensuring any and all expenditure of PFA funds:
 - i. up to £100 is signed off by two members of the PFA committee and/or trustees
 - ii. between £101 - £500 has two quotes/costings sourced and signed off as above
 - iii. upwards of £501 has three quotes/costings sourced and signed off as above
- c. If there is a conflict of interest between a potential supplier and any member, trustee or similar, this must be declared and the relevant individual excluded from PFA's decision making.
- d. Any expenditure for the purposes of fundraising (event costs etc.) will be appropriately researched and planned to ensure no loss of funds.
- e. PFA members (parents and carers of school children) will be regularly consulted with to contribute to ideas for spending and fundraising