



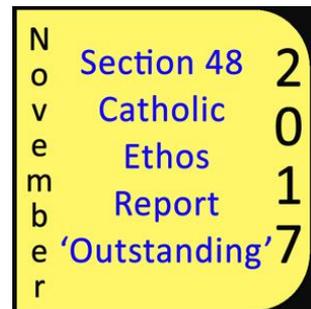
Saint John Wall Catholic School

A Catholic School For All



Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Best Value Policy

"God created man in His own image, in the image of God He created him; male and female He created them."

Genesis 1:26



Best Value Strategy Document

1. Introduction

1.1 This document establishes Saint John Wall School's Best Value Strategy for purchasing. It sets out:

- Why a best value strategy is needed;
- The benefits to the school of having a best value strategy,
- The key approaches to Best Value;
- The schools purchasing structure;
- The schools proposed approach to delivering best value in purchasing;
- Key implementation and monitoring targets;
- Proposals for taking the strategy forward.

1.2 The strategy will, at this stage, concentrate on obtaining best value in purchasing. This can be extended to other key areas, such as the delivery of the curriculum, at a later date should the Governing Body feel this would be beneficial.

2. Why the strategy is needed

2.1 Best Value is a statutory duty, through the Public Procurement Act 2015, on local authorities, including LEAs, to secure continuous improvement in the way that services and functions are exercised by the most economic, efficient and effective means possible. Whilst best value does not apply statutorily to school governing bodies, schools are expected to demonstrate that they are following best value principles in their expenditure of public money, and as part of their evaluation of standards, the curriculum and partnership with parents and management.

2.2 In managing their budgets all schools should be striving to utilise available funding in the most efficient and effective manner for the school. Key to this is seeking to obtain best value for all purchases being made.

2.3 The principles of Best Value have received a significant level of exposure to the general public. This higher profile has resulted in a far greater level of awareness, understanding and expectation by parents and in many cases the children of the school. The school has a duty to be open in ensuring that all stakeholders are aware of how it intends to ensure best value is obtained.

2.4 The Education Department's Fair Funding Scheme establishes a requirement on schools to consider best value. As part of the scheme there is a requirement on all schools to submit, along with their annual budget plan, a best value statement. This should set out the steps being taken in the course of the year to ensure that expenditure, particularly in respect of large service contracts, will reflect the principles of the Best Value regime. The formulation of a strategy will help the school meet these requirements.

- 2.5 Finally, the development and introduction of a best value strategy, would give the school the opportunity to be at the forefront, leading on an area other schools will have to become involved in over the next few years.

3. The benefits of a Best Value strategy

- 3.1 The introduction of a Best Value strategy will provide a number of key benefits to the school.

- The strategy will formally establish, and help to highlight, the governors' commitment to creating a best value culture throughout the school.
- The strategy will raise awareness of the benefits the school can obtain from working towards a best value culture.
- The strategy will help to clarify governor and staff responsibilities in relation to best value.
- The strategy will provide a framework within which the school can work towards creating a best value culture.

4. Approach to Best Value

- 4.1 The aim of the Best Value strategy is to help the school achieve continuous improvement in the way it carries out its purchasing function. The approach used to ensure such improvements are achieved is to carry out a regular programme of review by applying the four key principles of best value –

Challenge	-	why, how and by whom the service is provided
Compare	-	performance against others
Consult	-	with key stakeholders
Compete	-	the use of competitive measures, wherever practicable, to secure efficient and effective provision

- 4.2 By applying these principles to all aspects of the purchasing procedures, the school can ensure that it is working positively towards establishing a process that will deliver, monitor and improve the efficiency and effectiveness of the purchases being made.

5. Overview of Schools purchasing structure

- 5.1 Detailed below is an overview of the schools purchasing structure.

- Only Budget holders can raise internal order requisitions for the purchase of goods.
- Budget holders sign and approve the internal order stating the budget from which the goods will be purchased.
- Internal order requisitions are processed by the school Finance Office
- Official orders are printed and then copied twice:
 - the official order is posted or emailed to the suppliers
 - a copy of the order is retained by the Finance Office attached to the internal requisition

6. Proposed approach

6.1 For the strategy to be effective there must be a commitment throughout the whole of the school. The following steps should be taken to maximise the potential for successfully implementing the strategy.

6.2 The first, and most important requirement, is for the Governors and Head Teacher to clearly be seen to support the strategy. The 'Top down' approach will give the strategy authority and credibility with all stakeholders, whether they are employees, parents, pupils or other partners. Therefore the strategy needs to be agreed and approved by the governing body.

6.3 All strategic staff (those in a position to influence purchasing in any way) should be informed of the strategy and the need to comply with it. Each should be given a copy and asked to sign to say they will work to it.

6.4 A monitoring process should be introduced to both enable the nominated monitoring officer to assess the level of compliance with the strategy and to ensure that all officers involved in the purchasing operation are aware that non-compliance may be identified.

6.5 Proposed Monitoring & Reviewing System for Best Value

6.6.1 Within normal school financial practice, quarterly budgetary 'cost centre reports' are provided for budget holders. A selection of budget holders are asked to complete a simple best value questionnaire. (Draft copy attached). This process to be carried out termly.

6.6.2 Draft Procedure:

- A random order will be selected from their departmental budget.
- An assessment questionnaire with a copy of the order and relevant invoice will be issued to the budget holder.
- Once the assessment questionnaire is returned to the finance office the information will be transferred to an analysis spreadsheet.
- A copy of the best value assessment questionnaire, order, and invoice will be filed to back-up the analysis report.

In addition, there will be regular overview monitoring of purchasing to ensure that orders are being placed in the most efficient manner. This would help highlight if companies are receiving separate orders from different budget areas losing the benefits of the potential for negotiating savings.

6.6.3 Minimum of an Annual Report will be made to the Governing Body giving an overview on how the process has worked and the results of the monitoring processes. This report should also be used to enable the governors to review the strategy. However, the governors can ask to see the report at any time.

6.6.4 The introduction of a Best Value strategy, and the implementation of a monitoring process, will provide the school with the opportunity to consider the introduction of performance indicators, which will assist with the assessment of continual improvement – a key element in Best Value.

7. Key implementation and monitoring targets

This section outlines the key milestones and target dates for implementing the strategy.

Governors approval

Strategy issued to key officers

Strategy made available to all staff

Monitoring process put in place

Finance Committee

Review of process

Finance Committee

Annual report to governors

March/nearest meeting

8. Taking the Strategy forward

8.1 This strategy is about improving the use of resources throughout the school, about getting the best value from the money expended, about ensuring that the school gets the best quality supplies and services within the resources available.

8.2 If the strategy is to be successfully taken forward there needs to be total commitment to best value throughout the school. To achieve this, the Governors, Head Teacher and Senior Management Team must be seen to fully support the strategy.

8.3 A demonstration of commitment from the top will set the style and tone which will cascade down throughout the school. This top-down approach will then influence the day to day operations ensuring best value considerations become an integral part of the purchasing processes.

8.4 All staff, particularly budget holders, would need to agree and comply with the importance of the Best Value Assessment questionnaire. Staff need to understand that it is about improving the use of resources throughout the school while achieving value for money. A review of overall purchasing could also provide the potential for negotiating purchasing discounts.

- 8.5 The monitoring process will complement the implementation of Consistent Financial Reporting which will be introduced in the near future, making benchmarking with schools throughout the country easier to achieve.

Ratified by Governors: 07/10/2020

Next Review Date: 07/10/2021

(This policy will remain in force beyond the review date if no updates are required)

Saint John Wall Catholic School – Best Value Questionnaire

Name of Budget Holder: Order No:

Cost Centre: Purchase date:

Please complete details below in relation to the attached copy order. Return the completed questionnaire to the Finance Office urgently. Your views will be analysed to assist with ensuring 'best value'.

Challenge – this is in regards to how you challenge yourself about the resources and services you have purchased.

(Please tick as appropriate)

	Yes	Partly	No
Was the item a resource detailed on your department or the school development plan?			
Why did you use this supplier?			
Regular supplier guaranteed value for money			
Cheapest option			
Most Expensive option			
Recommended by colleague / B'ham City Council			
Only supplier for product			
Would you recommend this supplier to colleagues at school or within other educational establishments? Yes/No			

Compare – this is about the performance of the resource against similar goods and purchasing within other authorities

(Please tick as appropriate)

	Yes	Partly	No
Have you purchased this particular make/model of the product before?			
Is the product?			
Economic			
Efficient			
Effective			
How was the quality of the product?			
Good			
Satisfactory			
Poor			
Would you purchase this item again?			
Would you recommend this product to colleagues at school or within other educational establishments? Yes/No			

