



# Triumph Learning Trust

Aspiration - Collaboration - Innovation

## Procurement Policy

### Policy Details

<b>Policy Level</b>	Trust
<b>Document Approver</b>	Trust Board
<b>Document Status</b>	Final
<b>Applicable to</b>	All Trust Employees
<b>Review Frequency</b>	Every Year

### Revision History

Revision	Date	Details	Approved by
0	22/05/2025	First Issue	ARC

## Contents

1. Introduction .....	3
2. Our Values in Practice .....	3
3. Roles and Responsibilities.....	3
Trust Board.....	3
Audit and Risk Committee (ARC) .....	3
CEO (Accounting Officer) .....	3
Chief Financial Officer (CFO) .....	3
Headteachers .....	3
School Business /Operations Managers .....	3
All Staff Involved in Purchasing.....	4
4. Procurement Principles.....	4
5. Procurement Thresholds and Pathways .....	4
6. Strategic Procurement Guidance .....	4
7. Ethical and Sustainable Procurement.....	5
8. Record-Keeping and Audit .....	5
9. Policy Compliance and Training .....	5
10. Review and Monitoring.....	5

## 1. Introduction

Triumph Learning Trust (TLT) is committed to achieving excellence through high standards of financial stewardship, procurement integrity, and value for public money. Our procurement approach reflects the values of **inspiration, aspiration, and collaboration**, placing educational outcomes at the heart of strategic purchasing decisions.

We aim to ensure all procurement activity is compliant with:

- The **Academy Trust Handbook (2024/25)**
- The **Public Contracts Regulations 2015 (as amended)**
- The **UK Procurement Act 2023**, where applicable
- Department for Education's **Buying for Schools and Procurement Policy Notes (PPNs)**

## 2. Our Values in Practice

- **Inspiration:** We use procurement to access innovative solutions that enhance teaching, learning, and operational effectiveness.
- **Aspiration:** We hold high expectations of our suppliers and partners, ensuring all contracts are ambitious in scope, impact, and accountability.
- **Collaboration:** We actively promote joint procurement, shared contracts, and partnerships across our academies and with the wider sector.

## 3. Roles and Responsibilities

### Trust Board

Strategic oversight; approves all contracts >£100,000 and ensures regulatory compliance

### Audit and Risk Committee (ARC)

Strategic oversight: approves all contracts >£40,000 and ensures regulatory compliance, monitoring of affordability and recommendation to the Trust Board of procurement contracts.

### CEO (Accounting Officer)

Ensures policy implementation and compliance across all settings

### Chief Financial Officer (CFO)

Leads procurement strategy; oversees all processes; maintains contract register; trains and supports staff

### Headteachers

Ensure policy compliance within schools; nominate procurement leads

### School Business /Operations Managers

Execute procurement activity within their thresholds; liaise with the CFO on joint purchasing and frameworks.

### All Staff Involved in Purchasing

Must act with integrity, transparency, and in line with Trust policy and conflict of interest rules

## 4. Procurement Principles

All procurement decisions must demonstrate:

- Value for money (VFM)
- Fair competition
- Sustainability and social value
- Equal treatment of suppliers
- Compliance with internal delegations and statutory regulations

All staff involved in procurement must complete the annual **Register of Interests** and declare any potential conflicts.

## 5. Procurement Thresholds and Pathways

<b>Budget holders and SLT up to £1,000</b>	Use existing TLT contracts or provide rationale; no quotes required but consideration is given to alternative suppliers.
<b>£1,001 - £10,000</b>	Minimum 3 written quotes or benchmarking evidence; report to CFO and CEO if >£5,000
<b>£10,001 - £40,000</b>	Minimum 3 formal quotations; consider DfE frameworks; CFO or CEO approval required
<b>Over £40,001 CEO in conjunction with Trustees. TFOs also give final approval to all orders and invoices. - UK Threshold</b>	Competitive tendering with 3+ suppliers or uses DfE/CCS frameworks; advertise locally or nationally depending on value
<b>Above UK Threshold</b>	Full tender via Find a Tender Service (FTS) with legal compliance; Trust Board approval

## 6. Strategic Procurement Guidance

TLT encourages use of:

- **DfE Buying for Schools**
- **Crown Commercial Service (CCS)**
- **ESPO and YPO Frameworks**
- **Brokers**, where efficiency gains can be demonstrated

A central **Contract Register** will be maintained by the CFO. Schools must notify the CFO of all new contracts >£5,000.

## 7. Ethical and Sustainable Procurement

Triumph Learning Trust is committed to responsible procurement. All purchases should consider:

- **Carbon reduction and net zero targets**
- **Diversity and inclusion** in supplier practices
- **Modern slavery and fair labour** compliance
- **Social value**, especially through local suppliers

## 8. Record-Keeping and Audit

All procurement documentation (quotes, evaluations, approvals, contracts) must be securely stored and made available for audit. The CFO will conduct periodic reviews to ensure process integrity and VFM.

## 9. Policy Compliance and Training

All staff with procurement duties must complete **annual procurement and compliance training**, including any DfE modules. Breaches of this policy may be considered a disciplinary matter.

## 10. Review and Monitoring

This policy will be reviewed annually by the Audit & Risk Committee. It will be updated in line with legal changes, DfE guidance, and lessons learned from internal audit or procurement activity.

For further guidance, contact the Chief Financial Officer at: [finance@triumphlearning.org](mailto:finance@triumphlearning.org)

This procurement policy is to be read in conjunction with the Trust's Financial Procedures Policy. All procurement processes outlined here must align with the financial control measures, authorisation limits, and financial reporting protocols specified within that document. Where discrepancies arise, the more stringent requirement will apply to ensure full compliance and accountability.