Orchard Multi-Academy Trust

Tendering and Procurement Policy

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Statement of intent

Orchard Multi- Academy Trust (Orchard MAT) aims to achieve value for money on all its tendering and procurement activities by ensuring that a competitive tendering policy, compliant with the rules and thresholds in the Public Contracts Regulations (PCR) 2015 and The Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2021, are consistently applied. Orchard MAT will ensure it is able to show that public funds have been used as intended by Parliament. With that in mind, this policy has been created to establish procedures to ensure all members of staff involved in tendering and procurement are aware of the standards that they are expected to follow.

Preferred suppliers will be used, wherever possible, as Orchard MAT has had previous positive interactions with these suppliers. During tendering and procurement processes, the following four key objectives will always be kept in mind:

- **Achieving value for money** – including the cost of goods and services, the quality of goods and services, and administrative costs
- **Ensuring fairness** – ensuring that all parties are treated in a fair and equitable manner
- **Establishing accountability** – taking responsibility for expenditure and the conduct of staff
- **Allowing probity** – ensuring there is no private gain from Orchard MAT's financial affairs

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Academies Act 2010
- Equality Act 2010
- Procurement Act 2023
- The Public Contracts Regulations 2015
- DfE (2026) 'Academy trust handbook 2026' (ATH)
- DfE (2024) 'Academy Trust Governance Guide'
- DfE (2023) 'Declare or seek approval for related party transactions: summary guidance'
- HM Treasury (2012) 'Review of the tax arrangements of public sector appointees'
- DfE (2023) 'Buying procedures and procurement law for schools'
- DfE (2023) 'Buying for schools'
- The Public Procurement (Agreement on Government Procurement) (Thresholds) (Amendment) Regulations 2021

2. Roles and responsibilities

Responsibilities for different groups and individuals within Orchard MAT are set out in full throughout this policy. This section highlights key responsibilities.

The Members are responsible for:

- Where necessary, by special resolution, issuing direction to the Directors to take a specific action
- Conducting the business of the trust in accordance with company and charity law and adhering to the Orchard MAT's funding agreement with the Secretary of State

The Trust Board is responsible for:

- Applying the highest standards of conduct and governance and taking full ownership of their duties
- Approving a written scheme of delegation of financial powers
- Managing conflicts of interests and related party transactions
- Approving a balanced budget for the financial year and minuting the approval
- Appointing a Finance and Audit Committee to advise on the adequacy of Orchard MAT's controls and risks
- Reviewing the budgets for Orchard MAT and individual academies and approving those budgets
- Ensuring that any grants are used for the purposes intended
- Reviewing the actual income and expenditure against the approved budgets and making recommendations as appropriate

The Accounting Officer/CEO is responsible for:

- Orchard MAT's financial affairs
- Achieving value for money and the best possible educational outcomes through the economic, efficient, and effective use of resources
- Ensuring regularity when dealing with items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and the 'Academy trust handbook' (ATH), and with Orchard MAT's internal procedures
- Ensuring propriety with regards to expenditure and receipts, including standards of conduct, behaviour, and corporate governance

- Keeping full and accurate financial records
- The management of opportunities and risks
- Assuring the Trust Board that the trust is compliant with the ATH and the funding agreement
- Informing the Trust Board, in writing, of any action or policy under consideration that is incompatible with the terms of the Articles of Association, funding agreement or the ATH
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds
- Implementing the decisions of the Trust Board
- Ensuring that all monies controlled by Orchard MAT are handled in accordance with sound financial practice
- Overseeing staff dealing with finances and ensuring that procedures are carried out accurately
- Making monthly checks of procedures

The CFO is responsible for:

- Acting as the principal finance officer for Orchard MAT
- Ensuring that all financial matters focus on the wider needs of Orchard MAT, rather than on any individual academy
- Challenging school business managers to ensure that value for money is routinely obtained
- Ensuring effective financial policies are in place across Orchard MAT
- Liaising with the CEO and SBM's regarding financial matters
- Control, monitor and evaluate Orchard MAT and individual academies finances, ensuring compliance with financial requirements and regulations
- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved
- Provide reports, as requested, on current Orchard MAT and school accounts to the Finance and the Audit & Risk Committees and Trust Board
- Be responsible for the financial management system and all financial and personnel papers. They will ensure that only authorised staff members have access to personnel files and that arrangements to access their own files are in place – in line with the GDPR and the Data Protection Act (DPA) 2018
- Be responsible for maintaining a list of all assets
- Advise the CEO on matters of financial administration or maladministration

SBM's are responsible for:

- Ensure that orders, invoices, and other financial documents are processed according to established procedures
- Be responsible for checking the accuracy of information and providing regular reports to the CFO

3. Using a framework agreement

When possible, Orchard MAT will use a framework agreement to purchase goods, works or services. Each framework agreement has:

- Details of the products and services available
- An agreed pricing structure
- Details of the suppliers
- Instructions on how to buy
- An agreed set of terms and conditions

When using a framework agreement, Orchard MAT has two options:

1. Select a supplier direct from a framework agreement
2. Run a 'mini-competition' – where suppliers are asked to send a bid and the best one is chosen

The framework agreement will state whether Orchard MAT can select a preferred supplier itself or if a mini competition must be run. If Orchard MAT can select a supplier itself, the framework agreement will set out the rules for doing so which Orchard MAT will follow.

When running a mini-competition, Orchard MAT will:

- Comply with the terms of the framework agreement
- Decide how it will assess bids, following any rules the framework has
- Decide the level of service required
- Decide if it wants to run an expression of interest process
- Send an invitation to tender to all suppliers who can provide what Orchard MAT needs
- Fairly assess all bids received
- Choose the supplier that offers the best value for money
- Award the contract to the winning supplier

4. Procurement and spending decisions

Procurement basics

Orchard MAT will ensure that:

- Spending is for the purpose intended and there is probity in the use of public funds
- Spending decisions represent value for money
- Internal delegation levels exist and are applied
- A competitive tendering policy is in place and applied, and Government Procurement Agreement (GPA) rules and thresholds are observed
- Professional advice is obtained where appropriate

Procurement thresholds

Orchard MAT will run a PCR compliant buying process if:

- It cannot get what is needed through one of the DfE's recommended deals for schools or a framework agreement
- Something is being bought that is over the PCR procurement thresholds

The following thresholds are in place in relation to how goods, works or services can be procured:

Order value	Process required
Low - £5,000 - £10-000	At least three quotes from suppliers
Medium - £10,000 to £40,000	Framework agreement or at least three quotes from suppliers
High - over £40,000 and up to PCR procurement thresholds	Framework agreement or advertise a contract and run a buying process
Over PCR thresholds: Goods and most services – £213,477 Works – £5,336,937	Framework agreement or PCR-compliant buying process (unless covered in the list of services in the lighter touch regime, in which case the threshold is £663,540)

Specifications

No matter what procurement process is followed, a specification will always be written outlining what Orchard MAT wants to procure. All specifications will include:

- A precise description of the goods, work or services required and what it should do.
- The amount required and when it is needed
- The expected quality of the goods, work, or services

5. Small and medium purchases

Any purchase or service estimates below £10,000 are considered to be 'small' purchases, and any below £40,000 are considered to be 'medium' purchases. Small purchases will not require approval from the Trust Board.

Where possible, Orchard MAT will use a framework agreement to purchase small and medium goods, works or services.

Where it is not possible to procure medium purchases through a framework agreement, quotes from at least three suppliers will be obtained prior to purchasing. All suppliers will be sent the same information, as follows:

- Specification
- Deadline for submitting the quote
- When Orchard MAT will make a decision
- How the supplier can ask questions about what Orchard MAT is buying or its process

Award criteria will be set before any suppliers are contacted.

To avoid legal challenges, Orchard MAT will:

- Not open any bids before the deadline
- Not open any late bids
- Treat all bids fairly and equally
- Keep confidential, secure, and auditable records
- Buy from the highest scoring supplier

Where a relevant approved supplier list exists, approved suppliers will be used unless written permission is received from the Trust Board outlining the reasons for using an alternative supplier.

Orchard MAT will award quotes a score between 1 and 5 based on:

- The price offered to supply the goods or services
- The quality of the goods or services to be delivered
- How well the suppliers meet Orchard MAT's specification
- How quickly the supplier can provide the goods or services

Orchard MAT will also keep a record of all scores, comments, and decisions.

Orchard MAT will ensure that at least two people assess each bid and, when comparing scores, that they:

- Discuss where they have scored differently
- Reach an agreed score

Orchard MAT will send a contract, such as a purchase order, to the chosen supplier, including details of:

- What has been purchased
- The total cost
- The delivery address
- The delivery date and any other important dates
- When Orchard MAT will pay the cost

The CFO will be responsible for overseeing the arrangements for the delivery of goods and checking items upon delivery. Any items that are either not part of the order, damaged or not fit for purpose will be returned. When goods are returned, the SBM will record:

- The name and product code of the item
- The cost of the item
- If damaged, photographic proof
- Details of the item
- The reason for rejection

6. High-value purchases

Orchard MAT will seek legal advice before making large purchases.
Any purchase or service estimated to cost over £40,000 will be put to formal tender. In the case of major building works or construction, the services of an architect will be sought before the tendering process is undertaken.

Large purchases under the PCR procurement thresholds

When Orchard MAT makes purchases with a value under the PCR procurement threshold, it will:

- Assess the market
- Prepare the contract and tender documents
- Advertise in the right places
- Consider using an expression of interest to cut the number of bids needed to assess later
- Send an invitation to tender to people who reply to the advert
- Fairly assess all the bids received, using the same process
- Choose the bid that offers the best value for money
- Award the contract to the highest scoring bidder

Large purchases over the PCR procurement threshold

When Orchard MAT makes purchases with a value over the PCR procurement threshold, it will:

- Assess the market
- Check the relevant frameworks to see if the purchase is available via an alternative route
- Prepare the contract and invitation to tender
- Consider whether to use the restricted procedure to reduce the number of bids to assess later, or the open procedure to let anyone bid
- Advertise a contract notice using the e-notification service Find a Tender (FTS)
- Make the invitation to tender and all other documents available electronically from the time that the contract notice is published
- Assess all the bids fairly, using the same process
- Choose the supplier that offers the best value for money
- Award the contract to the highest scoring bid supplier

7. Invoices

All invoices will be recorded and stored for future reference, with checks on the following information:

- The mathematical validity
- The goods or services ordered and delivered
- Any difference between the agreed and delivered price
- The authorisation for payment
- The amount paid in VAT
- The total payment made

8. Risk management

Orchard MAT will maintain a risk register and manages risks to ensure its effective operation.
The Trust Board will retain ultimate responsibility for risk management, including ultimate oversight of the risk register, drawing on advice from the Audit & Risk Committee. The Trust Board will review the risk register as required and at least annually.
Orchard MAT's risk management will include contingency and business continuity planning.
Orchard MAT is protected from risk by the RPA.
Orchard MAT will cooperate with risk management auditors and risk managers, implementing any reasonable risk management audit recommendations.

9. Types of tender

Open tender
Open tender is Orchard MAT's preferred method of tender due to its open and competitive nature.
Open tender is used for all goods or services above £40,000.
All interested suppliers will be invited to tender, with the CFO making a recommendation to the CEO. The CEO has the final say in selecting the successful tender.

Restricted tender
Where a restricted tender is used, only specified suppliers chosen by the CFO are invited to bid.
Orchard MAT will establish a shortlist of three bids during the restricted tender.
Restricted tender will be used in any of the following circumstances:

- There is a need to maintain a balance between the contract value and administrative costs
- The service required is specialised

Negotiated tender
Where a negotiated tender is used, the terms of the contract will be negotiated with the supplier.
Negotiated tender is only used in any of the following circumstances:

- Other types of tender have been used and have not found any suitable suppliers
- Very few suppliers are available
- There is an urgent need for a service

10. Preparation for tender

In preparing for a tender, the CFO will consider the following:

- The overall objective of the project
- Any technical skills required to complete the project
- Any after-sales services required
- The form of the contract

11. Invitation to tender

Orchard MAT will make all necessary documents available when inviting tenders.
These include:

- A covering letter
- A timeline
- How to ask questions
- How to submit a bid
- Specifications
- A list of things Orchard MAT requires prices for
- The award criteria

- The level of service required
- Any contract management needs, such as regular meetings or contact
- If needed, an invitation for suppliers to give a demonstration
- The standard selection questionnaire for use with restricted tender
- The proposed contract drafted as far as possible

12. Tender evaluation

When making purchases, Orchard MAT will:

- Decide the method of assessing the bids
- Get bids from at least three suppliers
- Assess all the bids received fairly and according to the specification
- Choose the supplier that offers the best value for money

When evaluating a tender, the following financial implications will be considered:

- Lower costs may not necessarily be the most favourable, e.g., when they result in a reduced service
- The price being considered should be the total cost, without extra fees or hidden costs
- Where there is scope for negotiation, the CFO needs to ensure the best possible value for money

When evaluating a tender, the following technical requirements will be considered:

- Certificates of conformity
- Conformity of standards
- The qualifications and experience of the supplier
- Descriptions of technical services and facilities
- Quality control procedures
- Details of previously delivered services
- References from previous customers

When considering a tender, the following other requirements will be considered:

- Pre-sales demonstrations
- After-sales service
- The financial viability of the supplier

13. Tender acceptance

Invitations to tender will always state the date and time the completed tender documents are to be received by the CFO.

Suppliers will be required to submit documents in marked brown envelopes clearly stating they are tender documents. All envelopes will be clearly marked upon arrival and securely stored in the Trust Finance Office.

Tender documents received after deadlines will not be considered unless the supplier provides proof of exceptional circumstances.

Informing unsuccessful bidders

Orchard MAT will provide a letter including the following information to all unsuccessful bidders at the same time:

- The name of the winning bidder
- The award criteria used
- The scores for the winning bid
- The reasons for the decision, including characteristics and advantages of the successful tender

- When the standstill period ends
- Their scores and feedback

Orchard MAT will provide information regarding the cost of the winning bid upon request, provided it does not reveal any commercially sensitive information.

Informing the successful bidder

Orchard MAT will provide a letter including the following information when informing the successful bidder that they have won:

- The award criteria used
- Their scores
- Why Orchard MAT thinks their bid is the most economically advantageous
- When the standstill period ends

Orchard MAT will use the letter as an invitation to finalise a contract. The letter will make it clear that:

- Orchard MAT will only award them the contract if the standstill period passes without a challenge from another supplier
- There are no commitments, and no work should begin, until both sides have signed the contract

14. Tender opening

All offers for tender will be opened at the same time, with a minimum of two members of staff present, one of whom will be the CFO.

A record will be kept of all the suppliers who submitted tenders, along with the amount tendered. A record will be signed by all members of staff who are present at the opening of a new tender. The records will be stored in line with Orchard MAT's Retention Policy.

15. Staff involvement in evaluating offers for tender and quotes

The CFO will be responsible for ensuring that none of the members of staff involved in the tender process are subject to conflicts of interest.

Members of staff who are involved in decision making will never accept gifts or hospitality from suppliers.

A full record of the evaluation process will be maintained by the CFO.

16. Contracts

Orchard MAT will seek legal advice before entering a contract and ensure that it has a contract management plan in place. Non-routine tenders or purchases, such as leases, will be subject to a contract, which is signed before the work begins or goods are delivered.

A meeting will be arranged with the supplier to finalise the management and payment arrangements, clarify key performance indicators, and agree how they will work together.

All contracts will include the following details:

- A detailed description of the goods, works or services the school has agreed to buy, linked to the specification
- A pricing schedule – what will be paid when
- Terms and conditions
- The level of service we want – this may include service level agreements (SLA)
- Any contract management arrangements such as regular meetings or contact
- An 'implementation plan' saying who is responsible for what – for example, if buying ICT equipment, who will do the cabling and install it
- What happens at the end of the contract
- The written specification, as an appendix to the contract

- The timeline and completion date of the work
- An exit process
- The requirements for any companies being employed by the supplier

If the supplier is employing another company to undertake some, or all, of the work, or to provide goods, it is the supplier's responsibility to ensure the company has:

- Health and safety policies in place
- The relevant insurance
- The required professional qualifications
- Proof of certification

Copies of all contracts will be securely stored in the Trust Central Office.
Orchard MAT will ensure it places a contract award notice in the FTS within 30 days of awarding the contract.

Challenges from unsuccessful bidders

Orchard MAT will maintain the following minimum standstill period between notifying the winning bidder and awarding the contract, depending on the means of communication used to transmit the standstill notice:

- Notices communicated by electronic means: 10 calendar days
- Notices communicated by non-electronic means: 15 calendar days

If this period ends on a non-working day, this will be extended to the end of the next working day.
During the standstill period, if an unsuccessful bidder challenges the fairness of the contract award decision or process, Orchard MAT will contact them and explain that the assessment process was conducted fairly and that Orchard MAT has kept good records – legal advice may be sought depending on the nature or seriousness of the challenge.
If an unsuccessful bidder makes a legal challenge, Orchard MAT will not finalise the contract, and will seek legal advice before proceeding.

The end of a contract

Orchard MAT will plan for the end of a contract in advance by:

- Returning the supplier's equipment, where required
- Terminating any joint arrangements
- Disposing of or removing any unwanted items

Orchard MAT will follow its exit process where a contract needs to end prematurely.

17. Related party transactions

Principles Orchard MAT adheres to:

- Directors will avoid any conflicts of interest, declare their interest in proposed transactions and arrangements, and will not accept benefits from third parties
- All Members, Directors, Local Advocates, and senior employees will complete the register of interests, which is kept up to date
- No Member, Director, Local Advocate, employee, or related individual will use their connection to Orchard MAT for personal gain, including payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to Orchard MAT
- Payments to Directors by Orchard MAT will only made where permitted by its Articles of Association, or by the authority of the Charity Commission, and comply with any relevant agreement with the Secretary of State

- Orchard MAT will consider its obligations where payments are made to other businesses who employ a Director, are owned by a Director or in which the Director holds a controlling interest
- Where Orchard MAT believes a significant advantage exists in paying a Director for acting as a Director, the Charity Commission's approval will be obtained prior to payment
- Orchard MAT adheres to 'at cost' requirements
- The Chair of the Trust Board and the Accounting Officer will ensure their capacity to control and influence does not conflict with related party transaction requirements
- Personal relationships with related parties will be managed in a manner that avoids both real and perceived conflicts of interest, promotes integrity and openness, and is in accordance with 'The Seven Principles of Public Life'
- Orchard MAT is aware of relationships with related parties that may attract greater public scrutiny, such as:
    - Transactions with individuals in a position of control and influence, including the Chair of the Trust Board and the Accounting Officer
    - Payments to organisations with a profit motive, as opposed to those in the public or voluntary sectors
    - Relationships with external auditors beyond their duty to deliver a statutory audit

Record keeping

Orchard MAT will keep sufficient records, and make sufficient disclosures in the annual accounts, to show that related party transactions have been made in accordance with accountability and transparency standards.

Approval by the DfE

Orchard MAT will obtain the DfE's approval for related party transactions that are novel, contentious, or repercussive. Transactions involving the Chair of the Trust Board, or the Accounting Officer will be carefully considered against this requirement.

All related party transactions will be reported to the DfE in advance of transactions taking place

Orchard MAT will obtain the DfE's prior approval for contracts supplying goods or services by related parties agreed on or after 1 April 2019 where any of the following limits apply:

- A single proposed contract or agreement with a related party exceeds £40,000
- A contract or other agreement of any value that would take the total value of contracts and other agreements with the related party beyond mean the cumulative value of contracts and other agreements with the related party exceeds, or continues to exceed, £40,000 in the same financial year ending 31 August

Approval will not be required where contracts and other agreements for the supply of goods or services to Orchard MAT are with colleges, universities and schools which are sponsors of Orchard MAT, and other state funded schools and colleges, including academies.

For the purposes of reporting to, and approval by, the DfE, related party transactions will not include salaries and other payments made by Orchard MAT to a person under a contract of employment through Orchard MAT's payroll.

When seeking approval, Orchard MAT will ensure that it has the relevant information about the supplier, including the supplier's name, address, and company number. Orchard MAT will also:

- Confirm the statement which best describes the relationship between the supplier and Orchard MAT
- Confirm that the supplier is listed in Orchard MAT's register of interests
- Confirm that Orchard MAT has a statement of assurance from the supplier
- Confirm that Orchard MAT has an open-book agreement with the supplier

- Provide a short description of the goods or service, details of the proposed cost and the start and end date of any contract or agreement

In addition, Orchard MAT will provide evidence of the following:

- How Orchard MAT agreed to the related party transaction, e.g., minutes of meetings where it was discussed
- That Orchard MAT followed this policy
- That Orchard MAT tested the market before making a decision
- How Orchard MAT managed any conflicts of interest

Orchard MAT will provide a copy of the agreement or proposed contract and will upload any additional documents Orchard MAT feels are relevant as part of its submission.
Orchard MAT will ensure the information and documentation listed in the 'Academy trust handbook' has been received before Orchard MAT completes the online related party transaction form.

Register of interests

Orchard MAT will document all relevant business and pecuniary interests of Members, Directors, Local Advocates, and senior employees, including:

- Directorships, partnerships, and employments with businesses
- Directorships and governorships at other educational institutions and charities
- For each interest, the name of the business, the nature of the business, the nature of the interest and the date the interest began

The register of interests will identify all relevant material interests from close family relationships between the Orchard MAT's Members, Directors or Local Advocates. It will also identify relevant material interests arising from close family relationships between those individuals and employees.
Orchard MAT will consider any other interests for inclusion on the register of interests – if there is any doubt about whether an interest should be registered, it is registered.
The Trust Board will keep the register of interests up to date.
Orchard MAT will publish on its website the relevant business and pecuniary interests of Members, Directors, Local Advocates, and the Accounting Officer. The publication of interests belonging to any other individuals named on the register is at the discretion of Orchard MAT.

'At cost' requirements

Orchard MAT will not pay more than 'cost' for goods or services provided by the following:

- Any Member or Director of Orchard MAT
- Any individual or organisation related to a Member or Director of Orchard MAT, namely:
- A relative of a Member or Director: defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but is not limited to, a child, parent, spouse, or civil partner
- An individual or organisation conducting business in partnership with the Member, Director or a relative of the Member or Director
- A company in which a member or the relative of a Member (taken separately or together), and/or a Director or the relative of a Director (taken separately or together), holds more than 20 percent of the share capital or is entitled to exercise more than 20 percent of the voting power at any general meeting of that company
- An organisation which is controlled by a Member or the relative of a Member (acting separately or together), and/or a Director or the relative of a Director (acting separately or together) – an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or

organisation's wishes

- Any individual or organisation given the right under Orchard MAT's Articles of Association to appoint a Member or Director of Orchard MAT, or anybody connected to the individual or organisation
- Any individual or organisation recognised by the Secretary of State as a sponsor of Orchard MAT, or anybody connected to the individual or organisation

A body is connected to an individual or organisation if it is controlled by the individual or organisation, controls the organisation, or is under common control with the individual or organisation, namely any of the following:

- Holding a greater than 20 percent capital share or equivalent interest
- Having the equivalent right to control management decisions of the body
- Having the right to appoint or remove a majority of the board or Trust Board

'At cost' requirements will apply to:

- Contracts for goods and services from a related party agreed on or after 7 November 2013
- Contracts for goods and services from a related party exceeding £2,500, cumulatively, in any one financial year. Where a contract takes Orchard MAT's cumulative annual total with the related party beyond £2,500, the element above £2,500 must be at no more than cost
- Legal advice or audit services when the organisation's partner directly managing the service is a Member or Director of Orchard MAT, but not in other cases

Orchard MAT will ensure that any agreement with an individual or organisation which is classed as being a related party transaction is:

- Procured through an open and fair process
- Supported by a statement of assurance from the individual or organisation to Orchard MAT confirming their charges do not exceed the cost of the goods or services
- On the basis of an open-book agreement including a requirement for the supplier to demonstrate clearly, if requested, that their charges do not exceed the cost of supply
- The cost will be the full cost of all the resources used in supplying the goods or services and will not include any profit. Full cost includes:
- All direct costs – the costs of any materials and labour used directly in producing the goods or services
- Indirect costs – a proportionate and reasonable share of fixed and variable overheads

Reporting

Orchard MAT will report all related party transactions taking place on to the DfE in advance of the transaction taking place, using the DfE's online form.

18. Monitoring and review

This policy will be reviewed when required and at any point material changes require it by the CEO and Executive Team in conjunction with Headteachers and the Trust Board. Any changes made to the policy will be amended by the CEO and will be communicated to all members of staff.