

Schools financial value standard

Template for recording related party transactions (RPTs)

Value of all Contracts	£354,175
Spend in current year to date	£25,333

This template should be completed by schools to record any related party transactions that have been arrived at through proper procedures. This should be appended to the SFVS checklist to be submitted to the local authority. Please complete each of the columns from C to L below, entering additional rows beyond row 16 if necessary.

No	Goods / services provided	Start date of contract	End date of contract	Value of contract	Spend in current financial year	Name of related member of staff / governor	Position of related member of staff / governor	Relationship with supplier organisation	Was an appropriate procurement process followed in accordance with your local authority's procurement rules?	Did the governing body approve the RPT?
1	Business Centre refurbishment (Main Contractor Brookhouse Contracting Ltd)	16/01/2023	02/06/2023	317,820	7,923	Mr A Hird	Governor	Employed by EWBC, company responsible for the tendering of the contract. NOT directly involved in the tendering process	Yes	
2	Copier 1 Konica Minolta C250i - DT Corridor Agreement no. -001-690-000	01/12/2022	30/11/2025	3,404	813	Mr D Maddox	Governor	Director Evolve Document Solutions	Yes	
3	Copier 2 Konica Minolta B367 Staff Room Agreement no. 001-689-000	01/12/2022	30/11/2025	4,530	1,095	Mr D Maddox	Governor	Director Evolve Document Solutions	Yes	
4	Copier 3 + 4 + 5 Agreement no. 001-809-000 Business Centre / SLT Corridor / English	01/09/2023	31/08/2026	8,509	2,127	Mr D Maddox	Governor	Director Evolve Document Solutions	Yes	
5	Copier 6 Konica Minolta C750i - Reprographics Agreement no.001-923-000	01/04/2024	31/03/2027	15,532	4,869	Mr D Maddox	Governor	Director Evolve Document Solutions	Yes	
6	Papercut Embedded Licences + Support Agreement no.001-624-000	01/04/2022	01/02/2027	4,380	1,460	Mr D Maddox	Governor	Director Evolve Document Solutions	Yes	
7	Eezee Environmental Services Limited				3,600	Miss S Asquith	Headteacher	Owner of the business is family member	Yes	
8	PROFESSIONAL FEE FOR SCHOOL HOUSE EXTENTION & Remodeling 12%				951	Mr A Hird	Governor	Employed by Eric Wright	Yes	
9	Eric Wright - Consultancy Fee				2,420	Mr A Hird	Governor	Employed by Eric Wright	Yes	
10	Eric Wright - Bal of Professional Fees				75	Mr A Hird	Governor	Employed by Eric Wright	Yes	