



# Archdiocese of Birmingham

## Diocesan Education Service

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Dear Colleagues,

At the recent headteacher briefings I explained that the DES encourage schools to explore possibilities of generating additional income to support reducing school budgets and to help schools in financial difficulty.

However we have grave concerns that some schools have used this to benefit individual members of staff personally without reference to, or agreement by, their governing body.

As a result of recent serious financial irregularities coming to light in our schools, advice has been taken from an LA audit team which I wish to bring to your attention.

This is information concerning additional payments made to staff for work undertaken during the school day and typically involves headteachers undertaking NLE/LLE work, consultancy work for performance management or other purposes including training, or inspections as part of their role as a serving Ofsted inspector.

It may also include other staff who provide training in other schools or for other organisations outside of their own school.

The statutory guidance in the teachers pay and conditions document is very clear:

***“(g) Any income derived from external sources for the work of a school’s staff should accrue to the school. The governing body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities and, if so, determine the appropriate amount.”***

**STPCD 2018 p77 Provision of services to schools requirements**

- The diocese expect all schools and academies to follow this sensible statutory guidance.
- We expect that all diocesan teaching schools ensure that they make payment to the respective schools when they commission the services of a serving member of staff in any school and do not pay the employee directly
- Failure to follow the correct procedure is likely to result in disciplinary action being taken against the individual concerned, which may result in dismissal.
- Failure to adhere to the correct procedure may lead to reputational damage to the school and as such the diocese will also intervene directly, if it is deemed necessary.
- We have been reliably informed that this issue is likely to be the focus for some LA audits in schools in the near future.

**I would therefore ask that all governing bodies check whether any external work is being undertaken by any employee during official school time and if they are receiving payment for this work.**

**If so, then please follow the guidance and ensure that ALL payments are made direct to the school, and if additional payments are made to certain members of staff that this is formally agreed and recorded at governing body meetings on each occasion that payment is made.**

Thank you in anticipation of your full cooperation in dealing with this very important matter.

With kind regards,

**Adam Hardy**  
**Director of Education**