



Outcomes Focused, Child Centred

## **SECONDARY - AFTER ACADEMY ACTIVITIES POLICY**

Policy Created Date	February 2018 by Finance
Ratification and Date	Trust Board on 23 <sup>rd</sup> March 2018
Review Date	March 2020



## **AFTER ACADEMY ACTIVITIES POLICY**

### **INTRODUCTION**

- 1 The Trust is committed to providing in all of its academies various educational and non-educational based student After Academy Activities. These activities allow students to benefit both academically and socially from an enrichment of the curriculum.
- 2 The scheme enables students to enjoy enrichment activities after the school day each week of the term.
  1. Teaching staff at each academy are encouraged to provide these activities and will not receive overtime payments for these activities, but are able to claim an allowance for the benefit of their department as a whole for this additional time spent working with students.
  2. Non-teaching or support staff may not be both remunerated and receive the payment set out below. Staff may participate in and support activities and then attend a staff activity either paying themselves or the group pro rata sharing the total allowance (set to a maximum of £500 – see below).

### **QUALIFICATION**

- 3 All activities must be authorised by the Executive Principal or Principal and completed before a claim can be made.
- 4 The maximum number of events a Department can claim in a term is 10, although more activities may take place.

### **APPLICATION and PROCESS**

- 5 Once the activity has been approved then;
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    1. Each Head of Departments is responsible for the organisation and detail of each enrichment activity to be held.
    2. Activities are agreed by the Executive Principal or Principal.
    3. This information is passed to the Head of Deep Experience and is duly published to parents and students.
    4. Students are able to enroll on any of the activities in accordance with the specified terms of the activity.
    5. Upon agreement of the activity by the Executive Principal or Principal a note or brief costing plan must be completed each term for each activity undertaken and passed to finance prior to the half term break. The approved

note or costing plan can be emailed but must contain the following information:

- Must clearly identify the proposed team building activity.
  - The activity must be in accordance with the list of approved activities.
  - The email must be approved by the appropriate Head of Department and Principal prior to commencement of the activity and include a list of students participating. The email should be sent to the Regional Accountant.
6. Each activity listed in a term's programme will have £50.00 provisionally allocated for the Department to use for a Team Building Event at the end of each term subject to completion in full. The maximum team building allowance will be £500 per department, per term.
  7. Attendance data must be kept by staff running activities and classes will be subject to spot checks.
  8. The Finance Department must confirm the total amount of Team Building funds due to each department each term.
  9. All activities will be reported to the Trust Audit and Risk Committee by the Head of Finance on a termly basis and cost will be monitored within the Management Accounts.
  10. Funds must be spent in the same term as the related after school activity and under no circumstances can funds be rolled over or accumulated. For the avoidance of doubt funds will be lost if not spent in the same terms as the student activity undertaken.

#### **ALLOCATED TEAM BUILDING MONEY – CONDITIONS OF SPEND**

- 7 Team Building Activities are intended for a whole department and not for an individual's lone activity. Furthermore, departments are encouraged to involve support staff or staff from other departments who have helped with the provision of After Academy Activities in their team building event. NB support staff cannot be remunerated and receive a payment under this policy.
- 8 Agency staff, partners, or friends of departmental staff, can join in in the team building activities but must personally contribute to the activity they participate in. Teambuilding money cannot be allocated to persons who are not salaried staff members of the Trust.
- 9 When the teambuilding activity has taken place an Itemised VAT receipt(s) for the activity / event must be attached to a completed petty cash reimbursement form for each activity and given to the Finance Department prior to the end of each term. Names of who has attended the activity/event must also be given. Failure to provide the necessary receipts will result in monies not being reimbursed.
- 10 If staff members have paid independently within the activity it is the responsibility of the Head of Department to nominate the staff member to be repaid. The finance department will not identify / select staff for reimbursement or reimburse on an individual basis.
- 11 All teambuilding allowances paid come from the Trusts public funding, and are therefore, subject to Education and skills Funding Agency (ESFA), internal and external audit provision and HMRC mandatory requirements. Therefore, all claims and allowances must comply to the following regulations as determined by the Trust

Board to fulfill their statutory duties:

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1. Alcohol, gratuities and service charges, if paid, will not be reimbursed by the Academy under any circumstances. These must be separately receipted and not contained on your VAT receipt. Such expense will fall to staff personally.
  2. Team Building Activities allowance must not be used to purchase equipment or any other item which is not a Team Building Activity
  3. Vouchers cannot be purchased in advance of an activity.
  4. Teambuilding money allocated cannot be carried forward from one term to another.
  5. Money from the allowance cannot be used in advance of the Activity Period.
  6. The cost of travelling to and from the venue of the team building activity will be paid by the Academy on the following basis:
    - Public transport (including taxis)
    - a valid receipt will be required for journeys undertaken to and from the venue
  7. Car mileage
    - the number of miles travelled to and from the venue must be entered onto the expenses system as per any other mileage claim and detailed as Teambuilding.
    - valid mileage will be paid at 4Sp per mile (this will be subject to change in line with expenses policy and HMRC guidance)

#### **APPROVED ACTIVITIES**

- 13 Directors of the Trust (registered at Companies House) are not permitted to participate in any activities. The list below are considered to be approved examples of activities for staff;
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1. Restaurant meals
  2. Meals at other venues such as garden centers, hotels, coffee bars
  3. Purchasing of charity event tickets
  4. Contributing towards a full staff party
  5. Go Karting
  6. Outdoor adventures e.g. Go Ape, canoeing, sailing, camping
  7. Skiing (Indoor/outdoor artificial slopes)
  8. Spa treatments
  9. Theatre/ concert visits
  10. Murder mystery events
  11. Bowling
  12. Cinema

13. Laser Quest

14. Museum visits

15. Tickets for sixth form prom

16. Accommodation - e.g. hotels, hostels, campsites

15 For the avoidance of doubt the list below are unapproved activities;

1. Any activities involving gambling e.g. casino visits, greyhound racing or horseracing

2. Any other activity that would be deemed to bring disrepute to the Trust

16 If you are unsure if the activity/event you wish to undertake would be an approved activity, you are advised to seek clarification from your Executive Principal / Principal or Head of Finance prior to booking.

### **FINANCIAL REPORTING AND HMRC REQUIREMENTS**

17 The ESFA and HMRC have a number of statutory requirements that the Trust must support in full. In summary they are around maintaining;

1. The correct and proper use of public funds with regards probity, propriety, regularity and compliance

2. Detailed HMRC guidance around expenses and benefits re: social functions. This includes;

- What you need to report and pay depends on:
  - if it's an annual event if it's open to all of your employees
  - if it costs more than £150 per head
  - how many events you provide during the tax year
  - whether the employee is a director, and how much they earn
- To be exempt, the party or similar social function must be all the following:
  - £150 or less per head annual,
  - Annual (including multiple events) such as a party or activity
  - open to all your employees
- If any of the events cost less than £150 per head, you may be able to count these costs as exempt. However, you'll have to report and pay on the full costs of any additional events that go over this limit, even if they cost less than £150 per head on their own.

The costs of activities will be monitored and reported to the ESFA and HMRC using the methodology below. Trust capacity and need to ensure the administration of activities does not become overly complex is key.