

Date ratified at Directors  
Board Meeting  
17 July 2023

Review  
Resources Committee



## EXTERNAL LECTURING POLICY

### THE TRUST MISSION STATEMENT

*Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:*

- to fully embrace all possibilities
- to flourish
- to develop their faith

*and therefore to choose a path that enables them to be a positive influence upon our world.*

**'Prepare the Way' The Gospel of St Mark 1:3**

**St John the Baptist Catholic Multi Academy Trust**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NR1 3PB**



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**EXTERNAL LECTURING POLICY**  
**for STAFF within St John the Baptist Catholic MAT (“the MAT”)**

**PURPOSE**

Directors have agreed the following policy for staff undertaking training / lecturing / consultancy for external bodies such as Training Providers, in addition to their school responsibilities, during school time.

**POLICY**

Payment for staff must be made through the MAT payroll systems to ensure compliance with HMRC. Therefore, the MAT Finance Dept will invoice the external body with the mutually agreed fees for the member of staff and then arrange for payment upon receipt of the fees.

The external body will pay the speaker’s hotel, travel and expenses direct. Any travel expenses that incur a mileage allowance must be claimed through the MAT payroll system and will then be charged to the external body by separate invoice when the school has incurred the expense.

The external body may pay the speaker a one-off fee for resources and materials produced by the speaker. However, any materials and resources will remain the property of the individual, but will be made available to the external body and the MAT simultaneously. The MAT then has the right to disseminate any such material to other staff as required.

Once the MAT had been paid by the external body one-third of the income is paid to the individual through the payroll with salary; two-thirds is retained by the MAT within unrestricted funds for future application to the general benefit of the MAT community (students and staff).

**Before signing any contract with outside bodies**, the member of staff will first provide full details of the course to the Headteacher in writing, including duration, dates, payments, content etc. **Such activities will normally not exceed 3 days per Academic Year (preferably one per term), but may be negotiable.**

Provided the Headteacher is satisfied that this external work will not conflict with the needs or ethos of the school, the information will be forwarded to the MAT’s Finance Department in order that the correct procedures for invoicing can be made.