



West Norfolk  
Academies Trust

# **STAFF BENEFITS POLICY**

**Reviewed by: Finance Committee**

**Approved: October 2018**

**Next review date: October 2022**

## Contents

Introduction	1
Scope	1
Categories of staff benefits	1
Contributions towards fees for Approved Qualifications and related Study Leave	1

**Executive Summary:** The Academy currently has no policy but needs one for transparency and for the new Regularity Audit Framework. It lays out those benefits payments that assist the Academy with its recruitment and retention of staff so reducing staff turnover and associated turmoil and costs.

## **1. Introduction**

- 1.1** The Academies Financial Handbook gives the following guidance: “The Academy Trust has full authority to perform financial transactions which are deemed to be in the trust’s normal course of business. Academy Trusts must ensure that there is probity in the use of public funds”
- 1.2** The Academy recognises that there are situations where an employee may be entitled to benefits in addition to their salary in order to maintain a sense of appreciation for good work and to support the retention of good staff.
- 1.3** This policy sets out the provisions and criteria for additional benefits.

## **2. Scope**

- 2.1** This policy applies to all members of staff.

## **3. Categories of Staff Benefits**

- 3.1** There are a number of staff benefits made in addition to salary payments. These include:
  - Free Lunches for working on days when the Academy is closed for inset days
  - Catering before evening events e.g. parents evenings.
  - Free lunch when attending full day off site meetings

## **4. Contributions towards fees for Approved Qualifications and related Study Leave**

- 4.1** The Academy takes a positive view towards staff who want to further their qualifications. The Academy will contribute a sum of up to £1000 of the cost of the course per year for a maximum of 2 years, provided the course undertaken is relevant to the staff member’s work at the Academy or will enable the staff member to make further valuable contributions towards his/her work at the Academy.
- 4.2** Approval for such contributions towards course fees must be obtained from the Head teacher beforehand.
- 4.3** Any study leave required for the course during ordinary working hours must have prior approval from the Head Teacher.
- 4.4** Staff members will be required to sign an agreement which binds them to repay in full, any contribution towards their course fees, if they leave the Academy within two years of starting the course