



# BPSI

## Barnet Partnership for School Improvement

## Accessing Training Outside of BPSI - “Cashing in Hours Policy”

### Non BPSI Consultant Engagements Non BPSI Commissioned Courses

If schools require a particular consultant who is not a BPSI advisor (or want to access some training outside of BPSI) then BPSI would not pay for the consultant (or training) as we would be unable to budget for this as the costs could amount to thousands of pounds.

However, if schools engage a non BPSI Consultant (or want to access training outside of BPSI) they can apply to have up to 10 hours of consultancy time per financial year to be reimbursed to the school towards the cost of the consultant (or training) – effectively they are ‘Cashing In’ up to 10 hours.

### When a School is Arranging the Event for its Sole Use

If a school decides to employ a non BPSI consultant and ‘cash in’ up to 10 hours for training then the following steps need to be taken:

#### The school needs to:

1. Contact the BPSI Manager and explain that they intend to employ a non BPSI consultant so that a discussion can take place, as BPSI may have an adviser that can meet the school’s needs. The school will ultimately decide on who they employ.
2. After the event, send an e-mail to the Manager of BPSI ([richard.griggs@barnet.gov.uk](mailto:richard.griggs@barnet.gov.uk)) explaining that they have employed a non BPSI consultant in their school.
3. Attach to the e-mail the consultant’s final invoice.
4. State the number of hours the school is ‘cashing in’ (maximum 10).

#### BPSI will:

5. Credit the school with a refund based on the appropriate number of hours multiplied by the BPSI head teacher adviser rate (currently £60 per hour).
6. Deduct the appropriate number of hours from the schools consultancy hours.

## When a School is Arranging the Event in Collaboration with Other Schools

If a group of schools decide to employ a non BPSI consultant and 'cash in' up to 10 hours (per school) for a day's training then the following steps need to be taken by the Host School:

### The Host School needs to:

1. Contact the BPSI Manager and explain that they intend to employ a non BPSI consultant so that a discussion can take place, as BPSI may have an adviser that can meet the school's needs. The school will ultimately decide on who they employ.
2. After the event, send an e-mail to the Manager of BPSI ([richard.griggs@barnet.gov.uk](mailto:richard.griggs@barnet.gov.uk)) explaining that they have employed a non BPSI consultant in their school.
3. Attach to the e-mail the consultant's final invoice.
4. List the collaborating schools and state the number of hours each school is 'cashing in' (maximum 10) copying in each of the relevant headteachers to the e-mail.

### BPSI will:

5. Credit the host school with a refund based on **all of the appropriate number of hours** multiplied by the BPSI head teacher adviser rate (currently £60 per hour). **Please Note: The host school will receive all the monies and will arrange the appropriate distribution between the collaborating schools.**
6. Deduct the appropriate number of hours from each of the collaborating schools consultancy hours.

**This policy has been designed to provide schools with a fair service; however, in the interests of effective budget planning, no 'cashing in' requests will be accepted after 31<sup>st</sup> January each year.**

**This means that:**

1. **BPSI will not credit a school if the request (including the consultant's final invoice) is received after 31<sup>st</sup> January AND**
2. **BPSI will not credit a school for any non BPSI consultant work that takes place in the months of February and March.**

**Richard Griggs, BPSI Manager  
10 June 2016**