



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **Continuing Professional Development Funding Policy and Procedure for Application**

Reviewed by Resources Committee: 26 February 2020

Next Review: March 2021

## **Continuing Professional Development Funding Policy and Procedure for Application**

This policy sets out the procedure for applying for funding for a professional development course costing £350 or more. It should only be used for courses and professional development where they have not been identified within the member of staff's annual appraisal.

### Stage One

A member of staff identifies a course that they are interested in attending. They must gather all the details and discuss with their immediate line manager, identifying whether it is of personal interest and how it might address any relevant priorities in the respective school or service development plan.

If agreed by the Line Manager the application may then be forwarded to the Executive Headteacher for consideration. They will make the final decision as to whether the application should be forwarded to Governors for consideration.

If it is agreed that the application may be submitted for consideration for funding to the Governors the member of staff must submit a formal funding application.

Information contained within the application must include course details, the nature of the course and why it is important for them to attend and the expected impact on the Federation of Westminster Special Schools' provision, both in terms of benefits for the pupils and/or the other members of staff.

The costs of the course must be clearly set out alongside any costs that the applicant is willing to contribute and, if the course requires time away from the applicant's normal duties, how the impact of their absence can be lessened e.g. details of any suggested management strategies discussed with senior staff responsible for cover.

Applicants may apply for the costs of overnight stays, but must be aware that Governors may only be willing to share some of these costs. There will be no allowance made for meals and travel will only be paid at the level as if the applicant had come to work and left from the school. Travel costs will be paid for public transport rates and it is expected that all staff will endeavour to use the cheapest possible option. If difficulties arise over booking transport, staff are expected to discuss this with their respective Head of School.

### Stage Two

On completion, the application must be submitted to the Executive Headteacher who will submit the application to the Leadership committee of the Governing Board. The Leadership committee will make the final decision. The committee only meets once a term and therefore it is advisable to plan well ahead for any courses that need separate agreement from the Governing Board. The application should be handed to the Executive Headteacher at least two weeks in advance of the meeting. Dates of meetings to be held over the current year are available from the Executive Headteacher or the respective Head of School.

### Stage Three

Governors will consider all applications on the information submitted but may request additional information if they do not feel able to make a final decision. In this case the application will be reconsidered at the Full Governing Board meeting, usually held after the committee meeting.

All applicants will be informed of the outcome as soon as possible after the meeting. At this point applicants may approach the Federation Business Manager and request details of how to continue their application.

It is expected that all members of staff attending courses will arrange to share their content and conduct at least one training session for the rest of the school in order to cascade their knowledge.

### Main criteria used to support decisions by the Governing Board

- Does the course meet an identified training need within the area of the school that the applicant works in?
- What arrangements has the applicant made to share the knowledge from the course?
- Is the course being delivered by a reputable and high quality provider?
- Is the cost of the course justified in relation to the expected benefit to the pupils and staff in the school?
- Is the course a stand alone training module or does it form part of a whole? If this is the case, what arrangements have been put in place by the applicant to complete the rest of the course?
- Does the course meet an identified need set out in the applicant's performance management paperwork?
- Has the applicant submitted all relevant details and provided a detailed application?