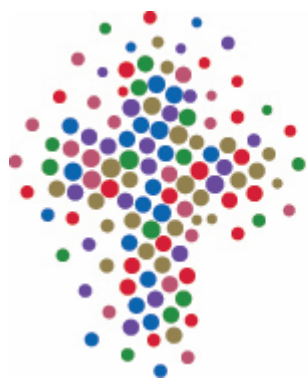




Emmanuel

Diocese of Liverpool
Academies Trust

Members, Director & Governor Allowances Policy

‘serving flourishing communities’

www.edlat.org.uk

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1. Trust Vision

This policy is developed to deliver the trust's Christian values and vision 'Serving flourishing communities' in our academies and the central team.

The stewardship of resources, including financial resources, as well as the decision making and administrative processes associated with these are important in how our trust lives out its values.

2. Scope and Purpose

It is important for the diversity of the Emmanuel Diocese of Liverpool Academies Trust Board and Local Governing Boards (LGB) good governance, that a wide range of people are encouraged to become Members, Directors and Governors. School governance in England is rooted firmly in the principle of voluntary service with the commitment of maintaining and promoting this principle for academies and multi academy trusts. This is in line with charity law and corporate governance practice in other parts of the public sector.

This procedure has been developed in accordance with the Charity Commission's guidance. These regulations give Trusts and Governing Committees the discretion to reimburse expenses from the annual individual academy budget allocation to governors / central trust budget allocation for Members and Directors, for certain out of pocket expenses which are incurred in carrying out their duties. The Trust believes that reimbursing expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Members, Directors and Governors for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective. Members, Directors and Governors will be able to claim reimbursement of expenses providing the expenses are incurred in carrying out their duties, as a Member, Director, Governor or representative of the Trust.

3. Process

It is good practice for a Members, Directors and Governors to agree the anticipated cost of any expenditure which is to be reclaimed with their Chair before incurring such expenses. Any expenditure which in total exceeds £25.00 MUST always be pre-approved by their Chair prior to being incurred. It is appreciated that on exceptional occasions this may not be possible and that cost may be incurred before prior approval is obtained.

The following process and principles will apply to the approval of expenses:

- A claim for reimbursement must be submitted on an online expenses form within four weeks of the expense being incurred.
- A receipt is required in order to obtain a refund with the exception of mileage which will be reimbursed as determined by the standard HMRC rate.
- Verification of claim will be made by the trust governance professional
- Claims up to £25 per meeting will be authorised on behalf of the LGB/Trust Board by the Chief Executive Officer (CEO).

- Where this exceeds £25 per meeting and/or occurs more than 8 times a year then this must be approved by the Chair of the Trust/LGB.
- Claims will be paid by the individual school business manager or central team for members/directors.

In cases where the above principles have not been followed, the claim will be forwarded to the Trust Resources Committee for review. If the Committee decides not to approve an expense then the claimant will be notified in writing of the reasons the expenses have not been approved and the claimant may then appeal in writing to the Chair of the Board of Directors, whose decision is final.

Where the claim is being made by a Chair of Directors / LGB this will be approved by the CEO up to £25 per meeting, when this is exceeded and or/occurs more than 8 times a year this must be approved by a Director from the Resources Committee.

Claims will be subject to independent audit and may be investigated by the Resources Committee if they appear excessive or inconsistent.

4. Allowable Expenses

Governors will be able to claim for the following, on a case-by-case basis:

- Childcare or babysitting expenses at OFSTED registered provider, where these are not provided by a relative or partner;
- Cost of care arrangements for an elderly or dependent relative through official provider (e.g. LA Co-ordinated), where a relative or partner does not provide these;
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The reasonable cost of travel relating only to travel to meetings/training courses at fixed rates which do not exceed those rates as determined by HMRC;
- Mileage will be calculated according the shortest route to and from the required destination;
- Reasonable travel and subsistence costs, payable at the current rates specified by the Secretary of State for Transport, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses which have been incurred.

The Members, Directors and Governors of Emmanuel Diocese of Liverpool Academies Trust acknowledge that they are providing a voluntary service and that:

- They will not be paid an attendance allowance and will not be reimbursed for loss of earnings.