

# Directors' Allowances Policy

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## 1. Introduction

As a steward of the public purse, Hatton Academies Trust is committed to ensuring that there is openness and accountability for the way in which it uses public funding to advance its pursuit of excellent education. The Trust expects all Directors to conduct themselves in accordance with the 7 principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

This policy is written with full regard to the DFE Governance Handbook (section 4.7.1, paragraph 63) which states that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The policy is also written in line with the Education (Governors' Allowances) Regulations 2003, which apply to all maintained academies and came into force on 1 September 2003. The regulations make provision for allowances to be paid for any expenditure **'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'**. In this respect, Directors cannot be paid an 'attendance allowance' (i.e. payment for attending meetings), or for loss of earnings during attendance at meetings.

All expenses claims must be met from the Trust's Central Services budget. Payment may be made from any other source of income to the school (e.g. private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

Providing that only actual expenditure is reimbursed Directors would not be liable for tax on allowances paid.

## 2. Eligible Allowances

Examples of where a claim may be made for incurred expenses include the following (this list is not exhaustive):

### 2.1 Travel and Subsistence

Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attendance at meetings of the Board of Directors or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances (currently 45p per mile). The regulations referred to above stipulate that the rate of reimbursement must not exceed the maximum level of the rates published by HM Revenue and Customs.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel costs. First class will only be allowed if it is evidenced that the costs is the same as the rate for the standard class of travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required for all expenses.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt. Alcoholic beverages will not be reimbursed in any circumstances.

## **2.2 Child Care or Babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Director is attending meetings or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

## **2.3 Care Arrangements for an Elderly or Dependent Relative**

Costs may be claimed for situations similar to those for child care.

## **2.4 Telephone Charges, Photocopying, Stationery, etc**

Where a Director is unable to use the Trust's facilities for any of the above a claim for reimbursement incurred carrying out Director duties may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

## **2.5 Other Allowances**

Authorisation for subsistence claims must be requested in advance and subject to an agreed maximum of £20 per day. Claims for other allowances will be subject to a review and sign off by the Chief Executive Officer and the Director of Finance & Operations to ensure compliance with the Academy Trust Handbook 2021.

## **2.6 Making a claim**

Directors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be authorised by the CEO and submitted to the Finance department for payment.

## **2.7 Monitoring**

Claims will be monitored by the Finance and Premises Committee and all claims will be subject to internal audit assurance.



## TRAVEL & SUBSISTENCE CLAIM FORM

Please see Guidance Tab for further clarification

Employee Name		Vehicle Make/Model	
Period Claiming		Registration Number	

Home Post Code	
Work Post Code	
Home to Work Miles	
Business Mileage Rate	£0.45

You must fill in all blue sections

Please state each leg of the journey on an individual line, ensuring mileage claimed is the shortest route possible.

USE THIS SECTION FOR MILEAGE CLAIMS ONLY								
Date	Purpose	Postcode		Journey Details (select from droplist)	Destination Details	Miles	Claimable Miles	Total
		Start	End					
1							0	£0.00
2							0	£0.00
3							0	£0.00
4							0	£0.00
5							0	£0.00
6							0	£0.00
7							0	£0.00
8							0	£0.00
9							0	£0.00
10							0	£0.00
11							0	£0.00
12							0	£0.00
<b>Total Mileage Claim</b>								<b>£0.00</b>

Please detail each receipted travel & subsistence expense on an individual line below.

USE THIS SECTION FOR TRAVEL & SUBSISTENCE EXPENSE CLAIMS ONLY				
Date	Travel & Subsistence Expense Details	Budget to be Charged	Receipt Attached	Total
1				
2				
3				
4				
5				
6				
7				
8				
<b>Total Expenses Claim</b>				<b>£0.00</b>

### CLAIMAINT INFORMATION

I confirm that I hold a current / valid driving licence

I confirm that at the time of travel I held a current insurance policy that included Business travel and agree to provide a copy on request

Claimant Signature  Date

### AUTHORISED SIGNATORY INFORMATION (Claims must be authorised by a Senior Leader of the Academy or Trust)

I confirm that the Academy holds evidence on file of the claimant's current insurance cover, applicable at the time of travel

I confirm that the above journey(s) were necessarily incurred as part of the Academy's business

I confirm that evidence of receipted expenses has been provided

Authorised Signatory  Date

**TOTAL CLAIM £0.00**