

Contents

Part A – Policy	3
1. Policy Statement.....	3
2. Scope of the policy	4
3. Adoption Arrangements and Date	4
4. Review of the Policy	4
5. Equal Opportunities	4
Part B – Process	4
6. Travel.....	4
7. Booking of Hotel Accommodation/Travel	4
8. Other Expenses	5
9. Making an Expense Claim.....	5
10. Authorisation and Responsibility	5
Appendix A: Approved Mileage Rates	6
Appendix B: Members, Directors and Local Monitoring Council Representatives Allowances Claim Form	7

Part A – Policy

1. Policy Statement

Potential in Everyone Academy Trust values and appreciates the contribution of time, expertise and resource made by Members, Directors and Local Monitoring Council representatives.

The principle of this policy is to ensure Members, Directors and Local Monitoring Council representatives are reimbursed for necessary expenditure reasonably incurred in the performance of their duties to the extent permitted by charity law, the Articles of Association and the Department for Education's Governance Handbook.

Academy trusts are exempt charities, and therefore the Trust's Directors, as charity trustees of an exempt charity have the same general duties and responsibilities as trustees of other charities and, as such, must comply with Charity Law. This means that they can only receive payment for carrying out their duties if this payment is specifically allowed by the academy's governing document or has express authorisation from the Charity Commission. This power is not in the Trust's Articles of Association and any change to allow payment to directors would need Charity Commission authorisation. The Trust does not intend to make seek authorisation to permit such payments.

Local Monitoring Council representatives are not charity trustees unless they also sit on the main Trust Board, so the charity law restrictions on payment to charity trustees do not apply to them. However, the government expects voluntary service to remain normal practice for Local Monitoring Councils and other committees. The Trust does not intend to pay any Local Monitoring Council representatives for their services.

Trust Boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their Articles, to directors and Local Monitoring Council representatives. The Trust's Articles make provision for this in Article 6.5. This policy sets out the terms on which such allowances will be paid from the Trust's delegated budget to cover any costs that directors and Local Monitoring Council representatives incur through carrying out their duties.

Original receipts must accompany all claims. Credit card slips or statements will not be accepted as evidence of business expenditure unless prior authorisation is given by the Trust Finance Manager. If there is no receipt available for a claim then the expenditure can only be reclaimed provided authorisation is received from the Trust Finance Manager.

The Trust reserves the right to withhold payment of expenses where claims are not submitted within 3 months of the expenses being incurred. Expenses submitted more than three months after the date incurred will not be reimbursed unless specifically approved by the Chair of the Trust.

The Trust respects employees' personal integrity and expects that expense forms will be completed honestly, accurately and promptly.

Mileage will be reimbursed at the prevailing rates in accordance with the current HMRC Rules.

All Members, Directors and Local Monitoring Council representatives will be entitled to claim the actual costs, which they incur with the specific categories below:

- Allowances providing the allowances are incurred wholly and exclusively in the carrying out their duties, as a Member, Director or member of Local Monitoring Councils, and are agreed by the Audit, Finance and Staffing Committee that they are justified before any reimbursable costs are incurred.
- For the following, on a case-by-case basis and with the prior approval of the Chief Executive Officer:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because of a disability (within the meaning of the Equality Act 2010) or because English is not their first language
 - The cost of travel relating only to travel to meetings/training courses at the rate per mile set by HMRC which does not exceed the specified rates for Trust Employees
 - Travel costs, payable at the specified rates for Trust employees, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source
 - Any other justifiable allowances as agreed by the Chief Executive (in advance of expenditure being made).

Payment will not be made for reimbursement of phone calls, internet connection, printing, ink or paper.

Payments can only be paid for expenditure necessarily incurred to enable an individual to perform their duties as a Governor. Members, Directors and Local Monitoring Council representatives cannot claim for the following:

- Expenses for loss of earnings for attending meetings
- Expenses in connection with foreign travel

Individual Trust schools will have a duty to ensure Local Monitoring Council representatives have enough access to the materials necessary to undertake their roles effectively. This will be a local arrangement agreed between the Headteacher and Chair of the Trust.

The Central Trust Office will have a duty to ensure that Members and Directors have enough access to the materials necessary to undertake their roles effectively. This will be a local arrangement agreed between the Chief Executive Officer and Chair of the Trust.

Administrational support for individual Members, Directors and Local Monitoring Council representatives will not be provided, with exception to the Chair of the Trust.

The Trust is unable to provide direct technical support for IT equipment or devices not owned by the Trust. Generic guidance and solution led advice may be provided for Members, Directors and Local Monitoring Council representatives to enable themselves to resolve such issues.

2. Scope of the policy

This Policy applies to all current Members, Directors and Local Monitoring Council representatives of Potential in Everyone Academy Trust.

3. Adoption Arrangements and Date

This policy procedure was adopted by the Board of Directors of Potential in Everyone Academy Trust on 12 July 2019 and supersedes any previous Trust or local policies.

4. Review of the Policy

This policy will be reviewed by the Board of Directors every two years or earlier if there is a need.

5. Equal Opportunities

By adopting this policy, the Trust will ensure that no member of the community is prevented from becoming a governor or undertaking his or her role to its fullest extent on the grounds of cost.

Part B – Process

6. Travel

Mileage

Mileage will be paid at the HMRC's current approved mileage rates, which are published on the [HMRC](#) website from time to time. The current rates are shown in Appendix A.

Parking

Authorised parking charges will be reimbursed against the production of the relevant parking receipt and submission on an authorised expenses form.

Congestion and Toll Charges

Necessary road and bridge toll costs will be met, including the congestion charge where there is a genuine business need to incur it. No tolls or congestion charges can be claimed for travel between home and the Trust or one of its constituent schools

Members, Directors and Local Monitoring Council representatives will be reimbursed for Congestion and Toll Charges incurred subject to production of receipts. Congestion Charges will only be reimbursed at the daily rate, so the driver must ensure that payment is made before the deadline.

Fines

The Trust will not reimburse any parking, road traffic fines, congestion fines or penalties incurred as these are the personal responsibility of the person making the claim.

7. Booking of Hotel Accommodation/Travel

Where overnight accommodation or travel requirements outside the region are required approval should be sought in advance from the Chief Executive Officer. In these cases, accommodation and travel tickets will be

made through the Trust Finance team. Overnight accommodation must be agreed in advance and the rates will align with the accommodation rates in the Trust's Staff Expenses Policy

8. Other Expenses

Reasonable expenses will be paid on provision of a VAT receipt and be limited to the amount shown on the receipt.

9. Making an Expense Claim

Members, Directors and Local Monitoring Council representatives may only claim for legitimate expenditure directly incurred in their role as a member, director or Local Monitoring Council representatives of the Trust.

Members, Directors and Local Monitoring Council representatives wishing to make claims under these arrangements should complete a claims form (obtainable from the Clerk to the Trust) and return it to the School Finance Manager within two weeks of the date when the allowances were incurred. Claims will only be considered if VAT receipts verifying the expenditure are also presented.

It is the responsibility of individual Member's, Director's and Local Monitoring Council representatives to decide for themselves whether or not to claim.

If a Member, Director or Local Monitoring Council representatives is unsure about claiming for expenses, he or she should seek guidance from the Clerk

Claims will be subject to independent audit and may be investigated by the Chair of the Trust (or Chair of Audit, Finance and Staffing Committee in respect of the Chair of the Trust) if they appear excessive or inconsistent. Any claim that appears dishonest or fraudulent may be referred to the police or auditors and will result in a Director or member of Local Monitoring Councils being removed from their role upon conviction.

10. Authorisation and Responsibility

Both the claimant and Chief Executive Officer must sign and date the claim form before it is submitted. Claims cannot be submitted electronically as only original signatures on the claim form are acceptable to auditors.

Members, Directors and Local Monitoring Council representatives must submit expense claims to the Clerk, who will seek approval from the Chief Executive Officer within one month of the end of the month in which the travel or expenditure was incurred.

It is the responsibility of the claimant to sign the claim and to ensure that the amounts claimed are justifiable, represent value for money and have the relevant receipts attached.

Appendix A: Approved Mileage Rates

The table below shows HMRC current approved mileage rates, which are published on the [HRMC](#) website

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Appendix B: Members, Directors and Local Monitoring Council Representatives Allowances Claim Form

School/Trust Name:	
--------------------	--

Name:	
-------	--

Address:	
----------	--

Bank Account No:		Sort Code:	
------------------	--	------------	--

Claim Period From:	/ /	To:	/ /
--------------------	-----	-----	-----

Expense Type	£
Childcare or babysitting	
Care arrangements for dependent relatives	
Support for a disability or English as a second language	
Travel: (Give details and purpose of journey below)	
Mileage	
Fares	
Other (please specify)	
Total expenses claimed	

I claim the total sum of £_____ for Governor expenses as detailed below. I have attached relevant receipts to support my claim.

I confirm that the expenses claimed are a true, accurate record of necessary expenditure I have incurred in the performance of my Trust duties and complies with the Trust's Governors' Allowances Policy

Signed: (Claimant)		Date	
-----------------------	--	------	--

This form should be submitted to Clerk to the Trust along with any relevant receipts.

The form should be submitted within 30 days of the month following of the expenses being incurred

Authorised

I confirm that I agreed this expense in advance and that I have checked this claim complies with the Trust's Governors' Allowances Policy

Signed: (CEO)		Date	
------------------	--	------	--