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| Ownership | Areté Learning Trust (RPE Committee) |
| Date Updated | September 2016 |

Areté Learning Trust Directors', LGB Members' Claims Policy

1. Payments to Directors/Governors

In accordance with the Academies Financial Handbook it is illegal for directors/ governors to receive any remuneration in relation to their work as trustees or governors of the Academy Trust, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of director of ALT or governor of an ALT academy.

In addition, no director/governor may hold any interest in property belonging to any of ALT's academies. Nor may a director/ governor receive remuneration in respect of any contract to which the academy is a party.

However, nothing prevents the payment of directors/governors for the usual professional charges for business undertaken by any governor who is a solicitor, accountant or other person engaged in a profession, or by any partner or connected person of his or hers, when instructed by the ALT board to act in a professional capacity on behalf of the Trust. This exception is only allowable if:

- at no time a majority of the directors or LGB governors of an academy are engaged in such a professional capacity
- the contract fully complies with the 'not for profit' requirements in relation to connected parties as outlined in the Academies Financial Handbook
- directors/governors withdraw from any meeting at which his or her remuneration, or that of his or her partner / relative, is under discussion

Furthermore all directors/governors must ensure that their Record of Business Interests is updated and maintained. The register should include all business interests such as directorships, share holdings or other appointments of influence within a business or organisation which may have dealings with any ALT academy. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a director/ governor or a member of staff by that person.

2. Directors'/Governors' Allowances

The Arété Learning Trust believes that paying directors/governors' expenses, in the specific categories as set out below, is important in ensuring equality of opportunity to serve as directors/governors for all members of the community and so is an appropriate use of the trusts funds.

Any exceptions to this policy need to be justified to and approved by the ALT board's Resources, Personnel and Estates Committee before any reimbursable costs are incurred and reimbursements made.

2.1 Entitlements

All directors /governors of ALT and ALT academies will be entitled to claim the actual costs they incur for the following:

The cost of travel relating only to travel to meetings/training courses payable in accordance with Her Majesty's Customs and Revenue approved mileage rates. These rates are currently:

- 45p per mile for cars and vans
- 24p per mile for motorcycles

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- 5p per passenger per mile for carrying fellow directors/governors in a car/van on journeys which are related to meetings / training courses.

For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to standard (second) class fares. The cost of travel by taxi will be reimbursed only in exceptional circumstances.

Subsistence, if additional expenses are incurred because work as a director/ governor requires taking meals (i.e. breakfast, lunch or dinner) away from the ALT academy. Reimbursement will be made for reasonable items bought on the day of the claim.

Claims will be considered for –

- telephone charges, photocopying, stationery, postage or other reasonable out of pocket expenses. Where practical, however, directors/governors are expected to make use of administrative facilities made available.
- cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) with prior approval of the ALT Finance, Resources, Personnel and Estates Committee, to enable director to attend vital meetings will be considered.
- costs incurred in performing director/governor duties either because they have a disability or additional needs or because English is not their first language with prior approval of the ALT Resources, Personnel and Estates Committee will be paid.
- any other justifiable expenses with prior approval of the ALT Resources, Personnel and Estates Committee.

2.2 Submitting Claims

Directors/Governors wishing to make claims under these arrangements, should complete a claims form (see Appendix 1), attaching receipts where applicable, and return it to the LGB or ALT Board clerk as appropriate. Claims should be submitted at least half termly. The clerk will submit for approval by the chair of the relevant LGB for governors or chair of ALT Resources, Personnel and Estates Committee for directors and chair of LGB's. The chair of the ALT Resources, Personnel and Estates Committee's claim shall be approved by the chair of the ALT board.

2.3 Transparency

The total value of claims paid per year to directors and governors will be declared in a note to the Academy Financial Statements at the end of each financial year.

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

2.4 Monitoring, Evaluation and Review

The ALT board will review this policy every two years and assess its implementation and effectiveness.

Policy Ends

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Appendix 1 Directors'/Governors' Allowances Claim Form

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| Name: | Name of Academy: |
| Address | Date: |
| Post Code | Claim Period: |

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

Signed:

| Reason | Amount |
|---|---------------|
| Child care/Babysitting expenses | |
| Care arrangements for an elderly or dependent relative | |
| Support for governors with a disability or additional needs | |
| Support for governors whose first language is not English | |
| Travel to meetings/training courses | |
| Travel/subsistence to national meetings or training events | |
| Telephone Charges | |
| Postage | |
| Photocopying | |
| Stationery | |
| Other (please specify) | |
| TOTAL EXPENSES CLAIMED | |

This form should be submitted to the Clerk of the LGB or Clerk to the ALT board as appropriate at least half termly. Claims which are older than two months will not be reclaimable.

Approved: Name:

Position:

Signature:

Date: