

Allowances Relating to Governance Policy

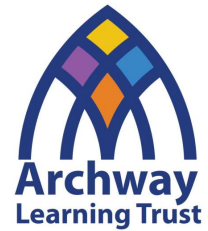


Approved: 2 April 2019, Board of Trustees

Review date: April 2022

Responsible Officer: Chair of Archway Learning Trust

Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the term 'Governing Body' is used it refers to the Academy Advisory Board of an individual academy within the Trust.

Where appropriate the Academy Advisory Boards of individual academies will publish details of their procedures and practices to implement Trust policies.

Related Policies and Procedures

- Finance Policy

1. Policy Statement

- 1.1. This policy statement has been developed in accordance with the DFE document “The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013”. These regulations give the Trust the discretion to pay allowances from the devolved budgets to Trustees or Academy Advisory Board (AAB) members for certain allowances which they incur in carrying out their duties.
- 1.2. The aim of this policy is to ensure that Trustees or AAB members may claim legitimate expenses for activities undertaken on behalf of Archway Learning Trust’s governance, and that a facility exists for the Trust to pay reasonable expenses. This policy will ensure equality of opportunity for all who serve as Trustees or AAB members.
- 1.3. This policy statement applies to all Trustees or AAB members.

2. Approved Activities

- 2.1. All Trustees or AAB members across Archway Learning Trust will be entitled to claim the actual costs which they incur as follows:
 - agreed expenses for the cost of care for a dependant relative (excluding payments to a current/former spouse, partner or other family member);
 - additional costs resulting from special needs or because English is not their first language;
 - the cost of travel to meetings or training courses;
 - subsistence costs (subject to prior approval by the Chair of the Board of Trustees); please note alcoholic beverages will not be reimbursed;
 - relevant telephone charges, photocopying, stationery, postages.
- 2.2. Any other expenses requires prior agreement of the Chair of the Board of Trustees.
- 2.3. The following expenses will not be eligible for repayment:
 - attendance allowance;
 - loss of earnings.

3. How to claim

- 3.1. Claims will be paid in line with Trust policy:
 - Rail – 2nd class fare (receipt/ticket required)
 - Bus – fare paid (receipt/ticket required)
 - Private car – rates as adopted by the Trust applicable to staff
 - Other expenses (receipt required and prior approval of Chair of the Board of Trustees).
- 3.2. Claims should be submitted, using the Expense Claim Form/Mileage claim form, to the Chair of Trustees for approval within one month (and before the year-end) of incurring the

expense attaching any relevant receipts. The Chair of Trustees may delegate the approval to the CEO.

- 3.3. Claims from the Chair of Trustees should be approved by the CEO.
- 3.4. Claims will be subject to independent audit and disclosure in the Annual Report and Financial statements of the Trust.