

Allowances Relating to Governance Policy



Approved: May 2022

Review date: May 2025

Responsible Officer: Chair of Archway Learning Trust

Trust Mission, Vision and Values



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



Working together, transforming lives

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

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) or 'Executive Directors' this is comprised of the Chief Executive Officer, Regional Directors, Chief Finance Officer, Corporate Services Director, Operations Director, and People Strategy Director

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to Principals, Headteachers and local Academy Senior Leadership Team (SLT).

Where the phrase 'Principal' is used, this also refers to Headteachers.

Related Policies and Procedures

- Finance Policy

1. Policy Statement

- 1.1. The Board of Trustees and Academy Advisory Boards (AAB) play a key role in the success of the Trust and Academies. Individual Trustees and AAB Members should not be deterred from playing their full part because of incidental costs. Therefore the Board of Trustees in line with the Department of Education (DfE) Governance Handbook and Academy Trust Handbook have agreed to pay reasonable allowances from the delegated budget to cover any costs that board members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.
- 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 complies with our funding agreement and articles of association.
- 1.4. 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 require 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. Prior Approval

- 3.1. Where the claim relates to a scheduled meeting of the body or its appointed committees, or a pre-arranged visit to school the activity will be deemed as approved for allowances purposes, and prior authorisation is not needed.
- 3.2. In all other instances approval should be obtained from the Chair of Trustee (or vice chair in their absence), and evidenced by email exchange, before the activity takes place for which reimbursable costs are incurred.

4. How to claim

- 4.1. 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).
- 4.2. Claims should be submitted, using the Expense Claim Form/Mileage claim form (available from the Governance Officer), 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.
- 4.3. Claims from the Chair of Trustees should be approved by the CEO.
- 4.4. Claims will be subject to independent audit and disclosure in the Annual Report and Financial statements of the Trust.