



# St Augustine's Catholic College

## Academy Trustees' Allowances Policy

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## **Statement of Intent**

At St Augustine's Catholic College, we are dedicated to good practice and ensuring equality through school processes.

Academies are free to decide whether they wish to pay allowances and expenses to trustee members. St Augustine's Catholic College believes that no member should be out-of-pocket in respect to carrying out their duties on behalf of the academy and, therefore, payments for trustees are important in ensuring equality for all members of the school community.

St Augustine's Catholic College encourages all trustee members to submit claims for reasonable expenses incurred whilst carrying out their duties.

## 1. Legal Framework

1.1 This policy has due regard to statutory legislation including, but not limited to, the following:

- The Charities Act 2011
- The Trustee Act 2000

1.2 This policy has due regard to guidance, including, but not limited to, the following:

- The Charity Commission (2012) 'Trustee expenses and payments'
- DfE (2017) 'Governance handbook'

## 2. What are expenses?

2.1 For the purpose of this policy, 'expenses' are refunds paid to trustees to cover costs incurred whilst fulfilling their duties for the academy.

2.2 Allowances of properly incurred expenses are not a payment to trustees for their services, nor do they count towards any kind of personal benefit.

## 3. What can trustees claim expenses for?

3.1 Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty.

3.2 Expenses will be paid on provision of a receipt, at the rate set out in the scheme, and will be limited to the amount shown on the receipt.

3.3 Trustees of the academy are permitted to claim expenses in the following instances, on a case-by-case basis and with prior approval from the board of trustees:

- **Travel:**
  - Claims for expenses may be made for travel between the trustee's household and the academy on their personal car, at the level of mileage rates published by HM Revenue and Customs (HMRC).
  - The nature of the travel must be related to work of the board of trustees.
  - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
  - The costs of parking for business away from the academy, where necessary, will be returned upon production of a valid receipt.
- **Hospitality:**
  - Claims for expenses may be made for the costs of meals taken whilst undertaking their trustee duties and upon production of a valid receipt.
  - The costs for reasonable overnight accommodation and subsistence while attending trustee meetings or conferences will be reimbursed.

- **Childcare:**
  - In cases where a trustee does not have a spouse or family member to care for a child/children when the member must attend meetings relating to the work of the board of trustees, expenses will be returned for the cost of childcare or a babysitter.
  - Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the trustee must be absent due to their trustee duties.
  
- **Specific needs:**
  - Trustees may claim allowances for expenses relating to specific needs incurred when carrying out approved duties.
  - The circumstances in which trustees can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, special transport for individuals with disabilities etc.
  
- **Telephone charges, broadband, photocopying, stationery etc.**
  - Claims for reimbursements can be made where a trustee is unable to use the academy's facilities for any of the above.
  - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

NB. This list is not exhaustive and the academy may decide to reimburse in other instances; however, this will be discussed by the Board of Trustees prior to any repayment of expenses.

#### **4. Payments which do not count as expenses**

4.1 Trustee members are not able to receive allowances for the following:

- Payments for hotel accommodation or travel costs for spouses or partners who are not participating in the business of the academy.
- Payments for private telephone bills for business unrelated to the academy.
- Payments for private medical insurance.
- Petrol mileage rates above the mileage rates published by HMRC.
- Parking fines.

NB. This list is not exhaustive and the academy may decide to reject other requests for expenses which are excessive, false or unreasonable.

4.2 Expenses will not be paid to cover loss of earnings for attending meetings.

4.3 Any trustee member that attempts to claim expenses which are excessive or false, as outlined above, may be liable to removal from the Board of Trustees and, if the expense has already been reimbursed, may be liable to repay the academy for the amount paid.

#### **5. How are expenses claimed?**

5.1 Trustees should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

5.2 Claims should be made using a claim form, and submitted to the School Business Manager, via the school office.

5.3 An example of the claim form can be found in the appendices.

5.4 Any claims will not be reimbursed unless authorised by the Headteacher.

5.5 All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Board of Trustees may ask for further details.

5.6 The academy will account for all expenses in the accounts; this includes:

- Details of the payments and other benefits to trustees and connected persons.
- Details of the legal authority upon which the payment has been made and the reasoning for it.

## **6. Monitoring and review**

6.1 The Headteacher will review this policy on an annual basis in conjunction with the Board of Trustees, and will make any changes necessary.

6.2 All trustees are required to familiarise themselves with this policy upon the commencement of their appointment.

**Academy Trustees' Allowances Claim Form**

Please complete and return to the School Business Manager via the school office.

<b>Name of trustee member:</b>		<b>Date:</b>
<b>Date of expenditure</b>	<b>Details of expenditure</b>	<b>Amount to be claimed</b>
<b>Total amount to be claimed</b>		<b>£</b>

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

<b>Signature of trustee member:</b>	<b>Date:</b>
<b>Signature of Headteacher:</b>	<b>Date:</b>
<b>Reimbursed by (name):</b>	<b>Date:</b>