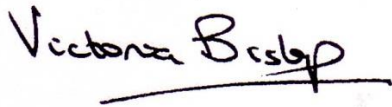


Title	Directors Allowances Policy
Reviewed	May 2017
Next Review	May 2019
Associated Policies	
Originator	Colin Hinds
Approved	

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Directors Allowances Policy

1. Introduction

As a steward of the public purse, Hatton Academies Trust is committed to ensuring that there is openness and accountability for the way in which it uses public funding to advance its pursuit of excellent education. The Trust expects all Directors to conduct themselves in accordance with the 7 principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

This policy is written with full regard to The Education (Governors' Allowances) Regulations 2003, which apply to all maintained academies and came into force on 1 September 2003. The regulations make provision for allowances to be paid for any expenditure ***'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'***. In this respect, Directors cannot be paid an 'attendance allowance' (i.e. payment for attending meetings), or for loss of earnings during attendance at meetings.

All expenses claims must be met from the Trust's delegated budget. Payment may be made from any other source of income to the school (e.g. private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

Providing that only actual expenditure is reimbursed Directors would not be liable for tax on allowances paid.

2. Eligible Allowances

Examples of where a claim may be made for incurred expenses include the following (this list is not exhaustive):

2.1 Travel and Subsistence

Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attendance at meetings of the Board of Directors or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances (currently 40p per mile). The regulations referred to above stipulate that the rate of reimbursement must not exceed the maximum level of the rates published by HM Revenue and Customs.

Hatton Academies Trust

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel costs. First class will only be allowed in exceptional circumstances where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt. Alcoholic beverages will not be reimbursed in any circumstances.

2.2 Child Care or Babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Director is attending meetings or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

2.3 Care Arrangements for an Elderly or Dependent Relative

Costs may be claimed for situations similar to those for child care.

2.4 Telephone Charges, Photocopying, Stationery, etc

Where a Director is unable to use the Trust's facilities for any of the above a claim for reimbursement incurred carrying out Director duties may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.


2.5 Other Allowances

Authorisation for subsistence claims must be made in advance and subject to an agreed maximum. Claims for other allowances will be subject to a review and sign off by the Chief Executive Officer and the Director of Finance & Operations to ensure compliance with the Academies Financial Handbook.

2.6 Making a claim

Directors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be authorised by the CEO and submitted to the Finance department for payment.

Appendix 1. Travel Claim Form

Travel Claim Form						Sir Christopher Hatton				
(Please read notes on reverse before completing form)				An Academy with Specialist Mathematics & Computing Status						
				<div style="display: flex; justify-content: space-around; font-size: small;"> Excellence Aspiration Achievement Inspiration Community </div>						
Name:		HOME TO SCHOOL MILEAGE				HOME POST CODE:				
Date	Journeys To/From (please state Postcodes) ensure both journeys are listed separately	Post Code	Post Code	PURPOSE (please enter mileage)		Subsistence		Other Expenses		Purpose of Journey/Visit (If claiming subsistence please also state times From & To)
		<small>Start</small>	<small>Finish</small>	<small>Business</small>	<small>Training</small>	<small>£</small>	<small>P</small>	<small>£</small>	<small>P</small>	
						0.0		0.00		
Signed:		Authorised for Payment:				Budget to be charged: _____				
Date:		Date:								