



Directors and Governors Allowances Policy

This is a mandatory policy for all Vine Schools, that has been noted and implemented with no amendments by this school.

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Adopted by this school on:	Spring 2024
Next review:	Spring 2025



**I am the vine; you are the branches.
If you remain in me and I in you, you
will bear much fruit**

JOHN 15:5

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1. Aim

In accordance with legislation The Trust has decided to pay reasonable allowances from the Trust or School's delegated budget (dependent on the level of governance duties undertaken) to cover any reasonable costs that members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.

2. Introduction

The Diocese of Chelmsford Vine Schools Trust 'The Trust' greatly value the time and support given by those in voluntary roles across the Trust, at all levels of governance, and recognise the impact that their work.

The Trust is committed to ensuring that all resources entrusted to the Schools and Central Trust are used properly and efficiently, and that best value is achieved at all times.

This policy has been developed in accordance with the following guidance and legislation:

- The Department for Education (DFE) Governors Handbook
- The Education and Skills Funding Agency (ESFA) Academy Trust Handbook
- The Charity Commission Charity Trustee (CC3a)
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

This policy complies with our Funding Agreement and Articles of Association.

This policy covers individuals who volunteer their time at Central and Local Governance Levels, which includes members of the Trust Board (Director), Schools Governance Board (SGB) and Trust Intervention Board (TIB) and the duties they undertaken as part of their role, including Trust Board Meetings, SGB meetings, sub committees, panels, working parties and larger group events such as strategy days or conference attendance.

Plus volunteers who undertake work on behalf of the Board (e.g. panel)

The Trust is committed to equality of opportunity and by adopting this policy the Trust hope to ensure that no eligible individuals are prevented from becoming a Director or Governor on the grounds of cost. The Trust recognise that this policy may also support the recruitment and retention of individuals.

It is expected that all Directors and Governors will consider any expenses incurred in line with the Academies Financial Handbook's principle of value for money i.e. "The economic, efficient and effective use of all resources in the Trusts charge, the avoidance of waste and extravagance, and prudent economical administration."

3. Legislation and Guidance

Legitimate and permissible expenses

Directors and Governors are permitted to claim for the following expenses:

Travel – The reasonable cost of travel expenses which are incurred in fulfilling your duties e.g travel to and from a panel hearing. Reasonable travel expenses can include: travel by public transport, bus, train, short taxi rides and petrol claims for travel by car. For longer distances, which will incur larger expenditure then approval should be sought first from the relevant member of staff named below:

For SGB members – The Chair of the SGB

For Directors – The Chair of the Trust Board

For Chairs of SGB – The CEO

For Directors and SGB members, mileage should be calculated on the shortest distance and for miles over and above that usually expected to attend your normal place of meeting (School/Diocesan office).

Dependents – The reasonable cost of childcare or other dependents e.g elderly relatives may be claimed in order to enable you to fulfil your duties where alternative, usual arrangements e.g spouse, partner, carer, are not possible.

Subsistence – Reasonable expenses for the cost of meals whilst completing your duties can be claimed in line with those as stated in the Trust Finance Regulations

3.5.8. Rates of subsistence will be paid at the rate and within the conditions that adhere to the Vine Trust policy on travel and subsistence allowances;

3.5.8.1. Breakfast & One meal (5 hour) rate £ 5.00

3.5.8.2. Lunch – Two meal (10 hour) rate £10.00

3.5.8.3. Late Evening Meal rate £20.00

3.5.8.4. Qualifying conditions;

- The travel must be in the performance of an employee's duties or to a temporary place of work*
- The employee should be absent from their normal place of work or home for a continuous period in excess of 5 hours or 10 hours*
- The employee should have incurred a cost on a meal (food and drink) after starting the journey*

3.5.10. VAT may not be reclaimed without a proper VAT receipt.

Additional Needs or disability - Extra costs incurred because there is a Special need or disability or English is a second language for example; the translation of documents into braille or a different language, the purchase of a listening device or cost of specialist transport.

Other justifiable allowances – These may be approved as they occur and are needed to support you in fulfilling your duties, however, any expenses other than those already stated above will need to be pre-approved by the CEO before incurring the cost.

Expenses not included or permitted with this policy

The following are not considered reasonable or legitimate claims and will not be paid.

- Attendance allowance

- Payment to cover loss of earnings
- Hotel accommodation or travel expenses for a spouse, partner or family member accompanying a member as they undertake their duties
- Private medical insurance
- International travel expenses
- Expenses that are already being claimed elsewhere
- petrol mileage above that permitted by the HMRC (see appendix 2)
- purchase of alcohol or gifts
- the cost of any fines incurred e.g speeding ticket, parking fine, congestion charge, library fines. They may, however, be treated as personal expenses.
- Personal car insurance – It is the responsibility of the owner Director/Governor to ensure they have the correct insurances and cover and tests to cover themselves and their car.

How to claim expenses

Expenses can be claimed by submitting a completed 'Expense Claim Form'.

Expenses will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Claims will be paid in accordance with the expenses allowed in this policy.

Claims will be paid in arrears on a case-by-case basis and should be claimed within 4 weeks of their occurrence.

Reimbursable costs (over and above £25.00) should be agreed in principle by the relevant member of staff named below before they are incurred:

For SGB members – The Chair of the SGB

For Directors – The Chair of the Trust Board

For Chairs of SGB – The CEO

Claims should be supported by appropriate evidence and reason for claim e.g log of miles travel for petrol claim, bus ticket, destination and purpose.

All claims will be subject to audit via usual finance mechanisms and any time, claims that appear excessive or inconsistent will be investigated.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates

Disputes - Any expense claim which has not followed the above procedures will be referred to the CEO, who will make a decision on a case by case basis. The decision of the CEO is final.

4. Monitoring arrangements

This policy will be reviewed annually by the Finance and Audit Committee.