

CHULMLEIGH ACADEMY TRUST

DIRECTORS' EXPENSES POLICY

Approved by the BoD: 21 March 2012

POLICY STATEMENT ON DIRECTORS' ALLOWANCES AND EXPENSES

Introduction:

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty" and this policy is intended to reflect those regulations.

The Board of Directors agreed this policy on

2012

The aim of this policy is to ensure that a director (or non-director who is co-opted on to a committee established by the Board of Directors), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Board of Directors' commitment to ensuring equality of participation for all directors. Directors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or baby sitting expenses.**

Where a director does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that director attends meetings of the Board of Directors, its committees, or in otherwise representing the school or the Board of Directors, claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the director would have provided during the period of their absence.

- **Directors with a special need**

Where the school or governing body does not provide facilities or equipment to enable a director for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Directors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a director with special needs.

- **Telephone charges, photocopying costs and stationery**

May be reimbursed where the director is unable to use the facilities of the school in the performance of any duty on behalf of the governing body.

Directors must keep a written record or obtain a receipt (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the director's home and the school exceeds 3 miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the current staff rate. Payments of expenses where these have been or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, directors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the clerk and authorised by the Chair of Directors.

The Board of Directors will review this policy annually.