

Brook Learning Trust

Trustee and Councillor Allowances & Expenses Policy

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties. BLT is minded to make provision for its non-executive directors (trustees) and the members of its academy councils (councillors) in line with these regulations. This policy is applicable to:

- Members and Non-Executive Directors (Trustees) of Brook Learning Trust
- Members of the Academy Councils (Councillors) of each Trust academy

Paying Allowances & Expenses

Categories of expenditure for which a claim for reimbursement may be made are given below.

Category 1: Child Care or Babysitting

What is covered: costs incurred for registered child care to cover attendance at a Trust or Academy Council (AC) meeting or other event agreed in advance with the Chair of the Trust or AC. 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).

Category 2: Care Arrangements for Elderly and/or Dependent Relative/s

What is covered: as category 1.

Category 3: Telephone Charges, Photocopying, Stationery, Postage, etc

What is covered: administrative cost incurred in instances where Trust/academy facilities are unavailable.

Category 4: Travel

What is covered: costs incurred in travelling to meetings of the Trust, AC and/or associated committees or other events/activities agreed in advance with the Chair of the Trust or AC.

- Mileage may be claimed for distances exceeding 10 miles. Approved claims will be reimbursed at the rate of £0.45 per mile not exceeding the price of a standard class rail fare for the journey
- Public transport costs may be claimed, not to exceed the price of a standard class rail fare for the journey
- Taxi fares may be claimed in exceptional circumstances where no cheaper means of travel is available

Category 5: Subsistence

What is covered: subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred. Approved claims

will be reimbursed up to a maximum amount of £50. Claims exceeding this must have prior authorisation.

Category 6: SEND and EAL Support Expenses

What is covered: costs incurred for commissioning appropriate support towards the fulfilment of the role of trustee / member of the AC of a Trust academy. These costs should be discussed and agreed in advance with the Chair of the Trust or AC.

How to Make a Claim (please use the attached claim form)

- Claims must be supported by receipts to the value of the claim; NB this does not apply to mileage claims
- Claims should be authorised in the first instance by the Chair of the Trust or AC before submission to the Finance Director for approval and settlement
- Claims should be submitted to the Finance Director termly in areas unless the claim exceeds £50

POLICY REVIEW AND RATIFICATION

Policy reviewed bi-annually and ratified by the BLT Finance Committee in June

This review by Finance Director May 2017

Summary of amendments to this iteration: No changes made

Ratified by academy council May 2017

Next review June 2019

Brook Learning Trust
Trustee + Councillor Allowances & Expenses Claim Form

BLT Board or Academy Council (AC)

Board/Academy _____

Name _____

Address _____

In respect of expenses incurred as a BLT Trustee / Academy Councillor, I claim the sum of
 £_____ (see details of claim below)

Signed: _____ **Dated:** _____

| Details of Claim: please attach receipts | | | £ |
|---|----|------|-------------|
| 1 Child Care or Babysitting | | | |
| 2 Care Arrangements for Elderly and/or Dependent Relative(s) | | | |
| 3 Telephone | | | |
| 3 Photocopying | | | |
| 3 Stationery | | | |
| 3 Postage | | | |
| 4 Travel, mileage claimed as below: | | | |
| Event Attended | | | |
| Date of Event | | | |
| Journey | To | From | |
| Number of Miles | | | |
| Number of Journeys | | | |
| 4 Travel, public transport / taxi costs as below: | | | |
| Event Attended | | | |
| Date of Event | | | |
| Journey | To | From | |
| 5 Subsistence as detailed below: | | | |
| 6 SEND and EAL Support Expenses as detailed below: | | | |
| TOTAL CLAIMED £ | | | |
| Claim approved by Chair of Trust / AC | | | Date |