



# 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. Trustees or Councillors are not permitted to incur costs on behalf of the Trust under any other circumstances than those set out below. All spending decisions must be made in line with the Trust's Scheme of Delegation and Finance Policy and Procedures.

#### 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, i.e. 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.

### How to Make a Claim

- Claims are made using the standard BLT expenses 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 arrears unless the claim exceeds £50

### POLICY REVIEW AND RATIFICATION

Policy reviewed every two years and ratified by the BLT Finance Committee in June

This review by Finance Director                      June 2019

Summary of amendments to this iteration:

- 1 Clarification under 'paying allowances and expenses' of trustees/councillors limits in incurring expenditure on behalf of the Trust, and reference to the Finance Policy and SOD
- 2 Removal of Category 6 SEN/EAL Support Expenses
- 3 Reference to BLT expenses claim form

Ratified by Finance Committee                      June 2019

Next review    June 2021

**Brook Learning Trust**  
**Trustee + Councillor Allowances & Expenses Claim Form**

**BLT Board or Academy Council (AC)**

**Board/Academy** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Details of Bank Account to be credited:**

**Bank** \_\_\_\_\_ **Account Name** \_\_\_\_\_

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| Sort Code |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|

|                |  |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|--|
| Account Number |  |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|--|

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