

**Director and Local Board Members
Allowances & Expenses Policy 2018**

This Policy applies to all academies within the Link Academy Trust

This Policy is in accordance with the Trust's Articles of Association, clause 6.5, that states: 'A Director may at the discretion of the Directors be reimbursed from the property of the Company for reasonable expenses properly incurred by him or her when acting on behalf of the Company, but excluding expenses in connection with foreign travel'. This Policy Statement is also in accordance with the Education (Governors' Allowances) Regulations 2003. These Regulations give Boards of Trustees the discretion to pay allowances from the Trust's funds for certain allowances which members of the Trust's Local Boards incur in carrying out their duties. The Board of Trustees/ Directors recognises that paying allowances in specific categories as set out below is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of the Trust's funds.

For the purposes of this Policy, this applies to all members of the Board of Directors/Trustees and all members of the Local Boards established to provide support and challenge to groups of academies within the Trust.

1. Directors and Members of Local Boards (MLB) will be able to claim allowances providing these are incurred in carrying out their duties and are agreed by the Board of Directors that they are justified before any claims for reimbursement are submitted.
2. Once expenses are authorised, claims must be submitted for approval using the Claims Form available from the Clerk. In respect of Directors, such claims will be authorised by the Chief Executive Officer, the Chair of the Finance & General Purposes Committee or the Chair of Directors. In respect of members of the Local Board, claims must be authorised by the Chief Executive Officer or Trust Business Manager.
3. Directors and MLBs will be able to claim for the following, on a case-by-case basis and with the prior approval of the authorised signatory as follows:
 - 3.1 Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - 3.2 Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - 3.3 The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - 3.4 The cost of travel relating only to travel to meetings or training courses at a rate of 45 pence per mile which does not exceed the specified rates for academy personnel;
 - 3.5 Where relevant, expenses for travel and subsistence should be claimed from other sources.
 - 3.6 Telephone charges, photocopying, stationery, postage etc.;
 - 3.7 Any other justifiable allowances.
4. Directors and Members of Local Boards will not be paid an attendance allowance and will not be reimbursed for loss of earnings.

5. Completed claims should be submitted to the Clerk to the Trust who will arrange for authorisation. Claims will be subject to independent audit and may be investigated by the Board of Directors if they appear excessive or inconsistent.

This Policy is reviewed on an annual cycle and must be signed by the Chair of the Board of Directors and the Chief Executive Officer.

Approved by the Board of Directors: 8 October 2018