

Author	Governance Manager	Intended target group	Principals, Business Managers, Local Academy Representatives, DBMAC Directors
Issued	March 2017	Next review due	March 2018

This policy is applicable to all DBMAC academies.

Policy on Payment of Allowances to Directors and Local Academy Representatives

Policy Statement and aims

Directors and Local Academy Representatives (LAC) play a key role in the success of the academies and the company. Individual Directors and Representatives should not be deterred from playing their full part because of incidental costs.

[Name]... School believes that paying allowances ensures that no Representative or any person who is co-opted onto a LAC committee is out of pocket where the academy has derived a benefit from a person making an outlay in order to perform their duties. The Policy also reaffirms the commitment of the DBMAC Board to ensuring equality of participation for all Representatives.

Publication

This policy is available to all in the Academy community via the website and on request. This policy can be made available in large print or other accessible format if required.

Expenses

Expenses may be claimed providing the expenses are incurred in carrying out their duties as a Director or LAC Representative of **[Name]... School**:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs incurred in performing duties either because of special needs or because English is not the first language;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances as agreed beforehand.

The Board of Directors acknowledges that:

- Directors and LAC Representatives will not be paid attendance allowance;
- Directors and LAC Representatives will not be reimbursed for loss of earnings
- Directors and LAC Representatives may not claim expenses for foreign travel
- Directors and LAC Representatives (and immediate relatives) will not receive payment for goods and services
- Employees can be appointed to the Board of Directors and receive their salary but no additional payment must be made
- Directors must withdraw from a meeting where their contractual arrangements, pay or performance are discussed

Procedure for claiming expenses

LAC Representatives wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred. The form will be submitted for approval by the Chair of the Finance Committee to be presented to the Finance Committee for final approval. In the case of expenses claimed by the Chair of the Finance Committee, the form should be submitted to the LAC Chair for approval prior to submission to the Academy’s finance committee.

Directors should complete forms available from the DBMAC finance team, attaching receipts and return to the Chair of the Finance Committee to be presented to the Finance Committee for final approval. In the case of expenses claimed by the Chair of the Finance Committee, the form should be returned to the Chair of Directors for approval prior to presentation to the Finance Committee.

Claims will be subject to independent audit and may be investigated by the LAC Chair (or Chair of Finance in respect of the Chair of Directors) if they appear excessive or inconsistent.

Arrangements for monitoring and evaluation

The Board of Directors will monitor and evaluate the impact and compliance of this policy annually with reference to the attendance records of Directors and LAC Representative at meetings and to the total sums paid out. This Policy will be reviewed annually.

**Signed by Chair of
Directors**

David Forster

Date: 7th April 2017

Signed by Chair of Finance, Staffing and Resources:

Date: -----

Last updated: -----

