

Director/Trustee and Local Board Members Allowances & Expenses Policy 2023

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this policy also means Director. This policy applies to all Members, Trustees/Directors and members of Local Boards established to provide support and challenge to groups of 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 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 Trustees recognise 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.

1. Members, Trustees and members of Local Boards will be able to claim allowances providing these are incurred in carrying out their duties and are agreed by the Board of Trustees 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 Governance Professional. In respect of Members and Trustees, such claims will be authorised by the Chief Executive Officer, the Chair of the Finance & General Purposes Committee, Finance Manager or the Chair of Trustees. In respect of members of Local Boards, claims must be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.
3. Members, Trustees and members of Local Boards will be able to claim for the following, on a case-by-case basis and with the prior approval of the authorised signatory:
 - 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.

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4. Members, Trustees 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 Governance Professional who will arrange for authorisation. Claims will be subject to independent audit and may be investigated by the Board of Trustees if they appear excessive or inconsistent.

This policy is reviewed on an annual cycle by the Board of Trustees.

Approved by the Board of Trustees: 6th February 2023
Next Review: Autumn 2023

