

## DIRECTOR EXPENSES POLICY

<b>Prepared By</b>	Chief Financial Officer
<b>Approved By</b>	Hamwic Education Trust Board of Directors
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## DIRECTOR EXPENSES POLICY

### Background

In accordance with the "Trustee Expenses and Payments Guide, Charity Commission, March 2012" this policy sets out which expenses Directors are able to claim for.

For the purpose of this document, the term Directors includes;

- Members of the Hamwic Education Trust, Hamwic Trust & associated multi-academy trusts
- Directors of the Hamwic Education Trust, Hamwic Trust & associated multi-academy trusts
- Partners of Partnership Boards
- Governors on Academies Local Governing Bodies

Directors (also known as Trustees) must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the Trust unless authorised to do so. However, trustees are entitled to have their expenses met from the funds of the Trust.

This policy should be read in accordance with the following documents:

"Trustee Expenses and Payments Guide, Charity Commission, March 2012"

"The Academies Financial Handbook, Education Funding Agency, September 2017"

"The Governance Handbook, Department for Education, January 2017"

### What is a legitimate expense?

A legitimate expense is a reasonable cost which a Director has incurred in order to carry out his/her duties for the Trust. All expense claims should be submitted on a Trust Staff Expenses Form and receipts/relevant paperwork must be attached.

Authorisation of expenses must be as follows:

- The Chair of the Board of Directors must authorise Director expense claims.
- The CEO must authorise Chair of the Board of Directors expense claims.
- The Chair of each Partnership Board must authorise Partner expense claims.
- The Chair of each Local Governing Bodies must authorise Governor expense claims.

A 'reasonable' expense is one that factors in affordability, market rate, value for money and quality.

Expenses that are included in this policy are:

- The reasonable cost of travelling to and from Trust meetings, and on Director business and events. This can include the cost of using public transport, taxi fares and petrol allowances to the level permitted by HM Revenue & Customs (HMRC) before tax becomes payable;
- reasonable refunds for the cost of meals taken while on Trust business;
- the reasonable cost of childcare, or care of other dependants (for example, an elderly parent) whilst attending Trust meetings;
- the cost of postage and telephone calls on Trust business;
- the costs of a Directors telephone rental and broadband subscription, so long as these are split to reflect the percentage of time relating to usage on behalf of the Trust;
- communication support: translating documents into Braille for a blind Directors, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
- the costs of buying training materials and publications relevant to directorship;
- providing special transport, equipment or facilities for a Director with a disability; and
- cost of reasonable overnight accommodation and subsistence (including any essential care costs) while attending Trust meetings or other essential events such as voluntary sector conferences or specialist training courses

**Audit**

When considering expense payments, the Board of Directors will ask the following questions:

- Who will receive the payment - will it be a Director, or a person or business connected with a Director?
- What is the payment expected to cover?
- Is the payment clearly in the best interests of the Trust?
- Is there a legal authority for it?
- What conditions must be met if the payment is to be made?
- How will any conflict of interest be managed?
  - o A register of interests form must be completed by all Directors and will be reviewed at each Board meeting. Any Director with a conflict of interest may be asked to abstain from any discussion or vote that involves payment.

Directors expenses will be subject to external and/or internal audit.