

Date ratified at Full
Directors' Meeting
15 July 2019

Review
Resources Committee

St John the Baptist



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

DIRECTORS and LOCAL GOVERNORS ALLOWANCES POLICY



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

SCHEME FOR PAYING DIRECTORS AND LOCAL GOVERNORS' ALLOWANCES

1. General

1.1 Directors and Local Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Directors Body, the Local Governing Bodies and relevant Committees, undertaking Governor or Director development and otherwise acting on behalf of the Directors or Local Governing Body.

1.2 Governors or Directors may not claim for actual or potential loss of earnings or income.

1.3 All Governors, Directors and Associate Members are eligible to claim allowances in accordance with this scheme.

2. Eligible Expenses

Categories of eligible expenditure:

2.1 Care Arrangements

2.1.1 Registered Child Care

2.1.2 Care arrangements for an elderly or dependent relative at home, where these are not provided by a relative or partner or other responsible adult, to care for the relative or dependent.

2.2 Travel. Allowances for travel cannot exceed Inland Revenue authorised mileage rates.

2.3 Parking – reimbursement of car park costs.

2.4 Subsistence, if additional expenses are incurred because work as a Directors or Governor requires taking breakfast, lunch or dinner away from the school area.

3. Allowance Rates

3.1 Care Arrangements

3.1.1 Child Care. Claims will be limited to reimbursing the actual cost paid to a registered child care provider.

3.1.2 Elderly or dependent relatives: as with childcare, claims will be limited to reimbursing the actual amount paid to a person providing the care

that the director or governor would have provided during the period of their absence.

3.2 Travel: Current Public Transport rate for mileage (45p per mile as at April 2019). Actual fares incurred on bus or train up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.

3.3 Subsistence: Re-imbusement according to current Local Government rates. Governors and Directors should note that this may be less than the actual expenses occurred, depending on the meal chosen. Cost of any alcohol will be disallowed.

3.4 School meals. Governors, Directors (and Clergy) visiting the school are entitled to a free school meal from the school dining facilities.

4. Criteria for Claims

4.1 To reduce administration, unless substantial sums are involved, directors and governors are asked to claim termly in arrears, before the end of the financial year in question (31 August). Claims should be forwarded to the MAT Finance & Operations Director with complete receipts for all claims. The claim form is attached as Appendix 1.

4.2 Receipts must be provided to support claims for reimbursement e.g. bus ticket, train ticket, taxi or till receipts.

4.3 Payment of directors or governor expenses will be recorded through the MAT finance system and reported on an annual basis within the MAT annual accounts.

5. Financial Systems

5.1 The MAT's usual systems for authorising and processing payments will apply to claims made under this scheme.

Directors and Governors Allowances Claims Form

Please return to the Finance Office based at Notre Dame High School with receipts attached. Please ensure that the receipt only refers to the item that you are claiming for.

Name: **School/MAT**.....

Bank details: **Sort code:**..... **Account number:**.....

| Date | Reason for Claim (travel, parking, sustenance etc) | Amount Claimed | Receipt attached |
|-----------------------------|--|----------------|------------------|
| | | | |
| Total Amount Claimed | | | |

Claims up to £25 will be paid directly from petty cash reserves.
Larger reimbursement will be paid by BACS.

Authorised by CEO, Headteacher (Exec Head / HoS), MAT Finance & Operations Director or School Business Manager

Signed (Head/SBM/CEO/FOD) Date:

Cash Payment Received

Signed (Governor / Director)

Name: School/MAT

Date;

For Office Use

Payment Made (Amount):

Date:

Nominal Code: Ledger Code: