



## The Children First Learning Partnership

### Director and Local Advisory Board Members Expenses Policy v4

The Governor Expenses Policy in respect of the Children First Learning Partnership has been discussed and adopted by the Directors Board on

*Chair of Board:*

*Mrs N. Chell*

*Responsible Officer:*

*CEO – Mrs A Rourke*

*Agreed and ratified by the Directors Board on:*

*22.05.2023*

*To be reviewed:*

*April 2024*

It is important for the diversity of the Children First Learning Partnership Board and Local Advisory Boards and good governance, that a wide range of people are encouraged to become Local Advisory Board Members and Directors.

School governance in England is rooted firmly in the principle of voluntary service. The government is committed to maintaining and promoting this principle for Directors and members of our Local Advisory Boards. This is in line with charity law and corporate governance practice in other parts of the public sector. The concept of unpaid governorship whether that be as a Director or a LAB Member is one of the defining characteristics of the charitable sector which includes academy trusts. The basic principle of this being that Directors and LAB Members must not put themselves in a position where their personal interests conflict with their duty to act in the interests of CFLP; unless they are authorised in advance to do so.

This policy has been developed in line with the guidance at <https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-and-payments>. This information for Trusts and Governing Bodies such as our Local Advisory Boards provides guidance regarding reimbursement of expenses to individuals for certain out of pocket expenses which the Directors and Local Advisory Board Members incur in carrying out their duties. In the case of the Children First Learning Partnership's this will be taken from the annual budget allocation. The Children First Learning Partnership believes that reimbursing Local Advisory Board members and Directors expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Directors and Local Advisory Board Members for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

Directors and Local Advisory Board Members will be able to claim reimbursement of reasonable expenses providing those expenses are incurred in carrying out their duties, as a Director, Local Advisory Board Member or representative of Children First Learning Partnership. Please note that the Chief Executive Officer will be subject to the staff expenses policy.

It is required that a Director or Local Advisory Board Member to agree the anticipated cost of any expenditure which is to be reclaimed with their Chair (Director Board or Local Advisory Board Chair) before incurring such expenses. However any expenditure which in total exceeds £25.00 MUST always be pre-approved by their Chair prior to being incurred. If this is not possible agreement of the Head of School/Headteacher should be obtained. In respect of expenses incurred by the Chair of Directors this is to be the CEO. It is appreciated that in very exceptional occasions this may not be possible and that cost may be incurred before prior approval is obtained.

The following process and principles will apply to the approval of expenses:

1. The actual cost must be notified to the Chair within a week of incurrence, and
2. A claim for reimbursement must be submitted to the Chair on a CFLP Expenses Form within four weeks of the expense being incurred, and,
3. A receipt is always required in order to obtain a refund.

In cases where the above principles have not been followed, the claim will be forwarded to the CFLP Finance, Audit and Resource Committee for review. If the Committee decides not to approve an expense then the



claimant will be notified in writing of the reasons the expenses have not been approved and the claimant may then appeal in writing to the Chair of the Board of Directors, whose decision is final.

In the case of a Chair of a Local Advisory Board or Chair of the Children First Learning Partnership Directors Board reclaiming expenses, the authorisation process would be via the Finance, Audit Resource and Risk Committee.

Directors or Local Advisory Board Members will be able to claim for the following, on a case-by-case basis::

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or children);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or children);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The reasonable cost of travel relating only to travel to meetings/training courses at fixed rates which do not exceed those rates as determined by the HMRC and which do not exceed the specified rates for CFLP personnel;
- Mileage will be calculated according the shortest route to and from the required destination;
- Reasonable travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Activities which require an overnight stay must be booked by the CFLP central team; you may claim reasonable expenses for subsistence (excluding alcohol)
- CFLP will not reimburse the cost of mobile phone contracts, landline rental or internet providers unless the Chair gives explicit authorisation of this. 2
- Any other justifiable expenses which have been incurred.

Directors and LAB Members are reminded that they must not book any training without prior consent unless it is free to attend eg covered under an SLA or they are paying out of their own pocket.

The Directors and Local Advisory Board Members of CFLP Schools acknowledge that they are providing a voluntary service and that:

- Directors and Local Advisory Board Members will not be paid an attendance allowance,
- Directors and Local Advisory Board Members will not be reimbursed for loss of earnings.

All claims for reimbursement must be accompanied by proof of expense, typically a third party receipt. In the rare instance that a receipt is unavailable, the claimant must put in writing the reason for the lack of evidence, which will be considered by the approving body.

Claims will be subject to independent audit and may be investigated by the Children First Learning Partnership Finance, Audit, Resource and Risk Committee if they appear excessive or inconsistent.



Annually a schedule of all expenses reimbursed to either Directors or Local Advisory Board members will be submitted to the Finance, Audit, Resource and Risk Committee for review.

Expenses will be paid directly into a bank account and the appropriate details are completed on the form. This is our preferred method of payment as it saves on the time required to process a cheque and help keep central costs down.

This policy will be reviewed annually.



## DIRECTOR/LOCAL ADVISORY BOARD MEMBER EXPENSES CLAIM FORM

Name \_\_\_\_\_

Date \_\_\_\_\_

| Description of Costs | Amount |
|----------------------|--------|
|                      |        |
|                      |        |
|                      |        |
|                      |        |

I confirm that this claim relates to: costs incurred in attending an agreed training/meeting/conference event and/or the cost of agreed purchases made on behalf of Children First Learning Partnership.

Signed by claimant:

Date:

I sanction payment of this claim

Authorised by:

Date:

**Version Control:**

| Version | Date       | Amendment   | By  |
|---------|------------|---|-----|
| V2      | 23.04.2021 | Date of review- 04.05.2021 and ratification changed to 26.05.2021 (Front cover) | CEO |
| V3      | 29.04.2022 | Date of review and ratification changed to 23.05.2022 (Front cover)             | CEO |
| V4      | 26.04.2023 | Updated references from FARC to FARRC   | CEO |
| V4      | 26.04.2023 | Date of review and ratification changed to 22.05.2023 (Front cover)             | CEO |