



Holy Trinity C of E Primary Academy **Expenses and Subsistence**

Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture children to become aspirational, courageous, compassionate and joyful young people.

The values of our school: Courage, Joy, Aspiration and Compassion

POLICY DOCUMENT	Policy Statement on Staff Governor and Visitor subsistence, travel and hospitality – Including Governor Expenses Policy and Claim Form.
Status	Non-Statutory
Legislation	Charity Commission rules, Academy Articles.
Lead Member of Staff	The Headteacher
Lead Governor (Monitoring)	Chair
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Governor Committee	Full Governors
Approval Date and by	1 st May 2018
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Chair of Governing Body signature	
Supporting documents	See also Gifts and hospitality

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1 General Principles

- 1.1 Holy Trinity CE Primary Academy has an obligation to ensure effective use of the school budget and that any costs are incurred wholly and necessarily in relation to Academy business.
- 1.2 Holy Trinity CE Primary Academy aims to ensure sufficient internal controls are in place to ensure appropriate levels of authorisation are obtained in respect of reimbursed expenditure, that it achieves value for money and that budgetary guidelines have not been breached. At the same time, it is expected that representatives will be aware of the need to minimise the costs of travel and subsistence to the academy, but in a way consistent with its ethos and strong support for staff well-being.
- 1.3 Save for any exceptions stated below public money is not, under any circumstances, to be used to fund alcohol and/or leaving gifts. In very exceptional circumstances and where prior agreement has been sought from the Finance Committee and Chair of Governors, expenses could be requested from unrestricted funds only.

2 Context

- 2.1 Staff morale is very high at Holy Trinity CE Primary Academy. It is the governors' wish to ensure that this continues to be the case, since outcomes for children are significantly improved if staff remains highly motivated and aspirational, and loyal to the school. Staff retention rates in school are excellent, so very little recruitment is required, leading to benefits for children and for the school finances. Staff absence is extremely low, again leading to outstanding results for children and making a significant positive impact on the school finances.
- 2.2 Governors have discussed fully, taken advice from the EFA and the auditors in determining this policy.

3 Staff Travel

- 3.1 Staff will be fully reimbursed for the cost of travel undertaken by public transport for offsite meetings, courses, conferences and training where approved in advance by the Headteacher (or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant).

4 Car Use

- 4.1 Reimbursement will be at the LA agreed 'contractual user rate' (currently 45p per mile). It will be calculated according to the shortest route to and from the required destination (deducting any mileage that would normally be covered travelling to and from school. If during school hours and on a day normally worked).
- 4.2 Where practical, it is expected that staff will share car use. An additional 1p per passenger, per business mile, may be claimed for transporting fellow members of staff or school governors.
- 4.3 It is the responsibility of the staff member to ensure that they have adequate insurance cover to cover the use of a motor vehicle for academy purposes. This will involve checking that your car insurance covers you to drive on work related trips i.e. to attend training or other meetings off site during the working day.

5 Other Travel

- 5.1 All claims must be accompanied by a relevant receipt or ticket. Train travel will be reimbursed at the second-class rate regardless of the class of actual travel.

6 Staff Subsistence

- 6.1 Subsistence is defined as accommodation and food costs.
- 6.2 On site meals and refreshments – The governing body has agreed to provide hot drinks such as tea and coffee throughout the school day as it recognizes that staff is involved in numerous training and development discussions and do not receive an uninterrupted break. (For this purpose, training and development is taken to cover not only specific training courses but also development in its widest sense including, for example, meetings of staff groups, representatives and general staff or specific development activities).
- 6.3 Where staff have been requested to work through lunch, at the Headteacher's discretion, the reasonable cost for providing that lunch can be claimed where the staff member has incurred additional costs.

7 Offsite meals and refreshments

- 7.1 The academy does not normally support offsite meetings and will not reimburse any subsistence costs in relation to offsite events without the prior agreement of the Headteacher or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant.
- 7.2 Where approved in advance, any such claims must be made with a valid receipt. Where staff are away from the academy e.g. to attend courses then they are expected to consume meals and refreshments included in the course fee – (Note 6.3 applies).

8 Hospitality

- 8.1 If it were found necessary to provide hospitality while engaged on a visit away from the Academy, the headteacher's prior approval must be obtained before claiming this, to a limit of £20 per person.

9 Accommodation

- 9.1 Where approved in advance by the Headteacher (or Chair of Governors/Chair of Finance Committee where the Headteacher is the potential claimant) the School will reimburse its representatives for expenditure incurred on accommodation in respect of journeys on School business. Wherever possible, representatives must return on the day of their business activity, but when this is deemed impractical due to the length of the journey or the need to attend meetings they should book into a 'local to venue' hotel.
- 9.2 In instances where representatives have an over-riding requirement to attend a certain hotel, ie conferences, events, etc., then the booking must be placed with the organiser of the event, unless a cheaper rate can be negotiated.
- 9.3 Costs relating to partners or guests will not be reimbursed. Costs related to the extension of trips for personal reasons will not be reimbursed.

10 Refreshments during and outside of the school day

- 10.1 Tea, coffee, biscuits and fresh fruit can be provided, at the discretion of the Headteacher, either in advance or during meetings with external visitors likely to be in excess of one hour. Where staff are involved in such meetings hospitality will be provided for them also.

11 Meals during the school day

- 11.1 At the discretion of the Headteacher, lunch may be provided for visitors during the school day e.g. Ofsted inspectors, school governors on governor open morning or for parents invited for a specific purpose e.g. to support the take up of school meals. Staff may also partake of this hospitality where they are part of the event and cannot benefit from their usual arrangements.

12 Governor Allowances Introduction

- 12.1 Holy Trinity CE Primary Academy has developed this policy in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations make provision for allowances to be paid for any expenditure 'necessarily incurred by that person for the purpose of enabling him/her to perform any duty as a governor'.
- 12.2 The duties of governors are varied and this policy outlines how the academy pays governor allowances from the academy annual budget in order to support them as they carry out their duties in the academy. Governors are a key part of the academy leadership team and using part of the academy budget in this way is an effective use of funding. This policy outlines the good practice guidelines and cost claims regulations that are in place to help us ensure that there is equality when it comes to spending and that all academy funds are being used in a way that best supports our academy community.
- 12.3 All expenses claims must be met from the academy's budget. Payment can be made from any other source of income to the school (eg private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

13 Eligible Allowances

- 13.1 In all circumstances surrounding claiming costs, appropriate proof of payment must be provided. Governors are entitled to claim the actual costs for the following on a case-by-case basis and with the prior approval of the governing body:
- The extra costs that they incur in performing their duties, either because they have special needs or because English is not their first language.
 - Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
 - Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
 - There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
 - Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.
 - Subsistence allowances, such as for meals that would otherwise not have been purchased or car parking charges may also be reimbursed upon production of a receipt.

2.2 The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the chair of governors in advance of the costs being incurred where this is practicable.

14 Governors will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings.
- Any parking fees or penalties incurred

15 Making a claim

15.1 Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the school office. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The chair of governors will approve claims and claims forms to should be addressed to them c/o the school office.

16 Document History

Date	Description
1/05/2018	Explanatory note added to 4.3