



Director and Local Governor Expenses Policy

Applicable to:	✓	All individual academies within NEAT Academy Trust
	×	Specified academies only within NEAT Academy Trust
	✓	NEAT Academy Trust
	✓	NEAT Active Ltd.
Approval body:	NEAT Academy Trust Board of Directors (is not delegated) NEAT Active Ltd Board of Directors (is not delegated)	

Status:

Statutory policy or document	No
Review frequency	As determined by the Boards
Approval by	As determined by the Boards

Publication:

Statutory requirement to publish on website	No
If not, agreed to publish on website?	Yes – trust and school websites

Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Central Support Manager (SH)	18 October 2017	1.0	Agreed by directors for implementation.
Changed by	Revision Date	Version	Status
Director of HR and Governance (SH)	14 January 2019	1.1	Minor update to reflect change to LGCs from LGBs in NEAT Scheme of Delegation.
Director of Governance and Corporate Affairs (SH)	3 July 2020	2.0	Agreed by NEAT Active Ltd Board of Directors
	15 July 2020		Agreed by NEAT Board of Directors Amended to apply to NEAT Group and to include expenses arising from virtual governance.
Head of Governance and Corporate Affairs (SH)	31 March 2021	3.0	Agreed by NEAT Active Ltd Board of Directors Agreed by NEAT Board of Directors Amended to include volunteers co-opted by the Boards of Directors.

Review Date	
Frequency	Next Review Due
Every three years	September 2023 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

1 Purpose

The purpose of this policy is to ensure there are fair and consistent arrangements for non-executive directors and local governors of NEAT Academy Trust or NEAT Active Ltd (the NEAT Group) to be reimbursed for reasonable expenses incurred when acting on behalf of the trust or its subsidiary company.

2 Scope

This policy applies to all non-executive directors of NEAT or NEAT Active Ltd, all local governors of the schools within the trust and volunteers co-opted into a specific governance role by the trust board.

3 Policy statement

We recognise the need for appropriate expenses to be paid to enable our business to be carried out effectively and to remove barriers to participation for individuals acting in a voluntary role without remuneration. We acknowledge our duties to ensure probity in the use of public funds and that spending decisions represent value for money.

4 Legal considerations

- **NEAT Academy Trust Articles of Association:** The Articles allow the trust to reimburse directors for reasonable expenses but specifically excludes foreign travel.
- **Charity Commission CC11 ‘Trustee expenses and payments’:** This clarifies that expenses can include a wide range of costs: for example, travel and other costs of attending meetings, specific telephone and broadband charges, travelling on trustee business, and providing childcare or care of other dependants while attending to trustee business.

5 Roles and responsibilities

- **NEAT Academy Trust and NEAT Active Ltd Boards of Directors:** The Boards will review this policy and monitor its application to ensure expenses are managed in accordance with its provisions. Internal assurance processes and external auditors will support this role.
- **Non-executive directors/local governors/co-opted volunteers:** In all cases other than travel to attend meetings, individuals must seek the approval of the Chair of the relevant Board in the case of non-executive directors or co-opted volunteers, or the Chair of the Local Governing Committee in the case of local governors, before incurring the costs. Individuals making claims for expenses will be required to certify that the claim is valid and that the relevant expenditure has actually been incurred. They must provide supporting receipts where possible. Authorisation of expenses claims will be in accordance with the relevant Scheme of Delegation. Any fraudulent claims will be considered misconduct and will be dealt with under the NEAT Group’s Code of Conduct for Directors and Local Governors.
- **NEAT Central Team and School Business Managers/Administrators:** Claims from non-executive directors and co-opted volunteers will be processed by the NEAT Central Team; claims from local governors will be processed by their

school.

6 Travel and subsistence expenses

Non-executive directors, local governors and co-opted volunteers are entitled to claim under the NEAT Group's Travel and Subsistence Policy for:

- travel to attend meetings; and
- travel and subsistence if travelling on behalf of the trust/company.

7 Care of children or dependants

Non-executive directors, local governors and co-opted volunteers may claim for the reasonable cost of childcare, or care of a dependant whilst attending meetings or other agreed activities, such as training events or conferences. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to help care for his/her child(ren)/other dependant.

8 Individual needs of a non-executive director or local governor

Non-executive directors, local governors and co-opted volunteers may claim for extra costs they incur in performing their duties either because they have special needs (e.g. to provide a signer, to transfer documents into Braille, travel and subsistence for a support worker) or because English is not their first language (e.g. to have documents translated, to provide an interpreter).

9 Business expenses

Non-executive directors, local governors and co-opted volunteers will usually rely on the NEAT central office or school office for any business services but may claim the cost of postage, telephone calls etc they have personally incurred when carrying out the trust's/company's business including participation in virtual meetings.

General

This policy is at the discretion of the boards of directors and can be varied at any time. In the event of any conflict with primary legislation or statutory regulations, the legal provisions will have precedence over this procedure in all cases.