



## Directors' and Governors' Expenses Policy – DCP 024

**Policy Owner:** Stephen Beeson

**Policy Date:** 7 March 2017

### Introduction

The Drapers' Multi-Academy Trust (MAT) is entirely dependent on the commitment of its directors and governors and the time they devote to making it a success. The MAT requires that all directors and governors be fully reimbursed for all direct expenses incurred while performing their duties.

### Scope

This policy applies to all directors and governors of the Drapers' Multi-Academy Trust. Policies relating to staff expenses are covered by the Financial Regulations of the MAT. Each school within the MAT must publish this policy on its website.

### Definitions

<b>COO</b>	Chief Operating Officer.
<b>Entertainment</b>	Payment of the costs of an activity that is not directly related to business or a professional contact but is designed to obtain some form of business or professional benefit.
<b>Expenses</b>	Money spent by a director or governor on MAT or school business. An expense may be incurred directly (e.g. a train fare) or indirectly (e.g. mileage costs).
<b>Hospitality</b>	The payment of someone else's expenses, usually in the form of a meal or refreshments.
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>HMRC</b>	Her Majesty's Revenue and Customs.
<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Sponsor</b>	The Drapers' Company and Queen Mary University of London.

### Policy

1. Directors and Governors are not remunerated for time spent on MAT business. They are, however, entitled to be reimbursed for all expenses associated with the exercise of their responsibilities. The MAT funding stream and budgets provide for such costs and it is expected that directors and governors will reclaim their expenses in accordance with this policy unless such expenses can



legitimately be claimed from other bodies such as the Drapers' Company or Queen Mary University of London.

2. Expenses will be paid at the following rates:
  - i. Car mileage at the current HMRC rate per mile.
  - ii. Motorcycle mileage at the current HMRC rate per mile.
  - iii. Other transport at cost.
  - iv. Meals and hospitality at cost up to a maximum of £20 per head.
  - v. Childcare when attending meetings on behalf of the MAT at cost.
  - vi. Cost of equipment or services to enable them to perform their role (subject to the approval of the Chair of the MAT).
  - vii. Telephone, copying, stationery and other incidentals at cost.
3. Entertainment (see definition above) is not permitted, with the exception of invitations to Sponsor events where the director or governor is not incurring any direct expense personally.
4. Claims should be made within three months of incurring the expense and the details together with receipts and supporting information recorded on a MAT expense claim form.
5. Governors must have their expenses approved by the Chair of the LGB. MAT directors may approve their own expense claims up to a value of £300 per quarter. The Chair of the MAT must approve all claims above that level. The Vice – Chair must approve the MAT Chair's expense claims.
6. All of the MAT Chair's claims and a sample of each director and governor's expense claims must be reviewed by the auditors each year.

### **Review**

7. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
8. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
9. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
10. The MAT board must formally review and re-approve this policy every five years.