



EMMAUS
CATHOLIC ACADEMY TRUST

DIOCESE OF  **SALFORD**

Governor and Trustees Expenses Policy

September 2024



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| POLICY DOCUMENT | Governor and Trustees Expenses |
| Legislation/Category: Academy Schools | REQUIRED |
| Lead Member of Staff: | CFO |
| Approved by: | Finance and Audit Committee |
| Date of approval: | 22 March 2023 |
| Date of Renewal: | March 2024 |

EMMAUS CATHOLIC ACADEMY TRUST

The Diocese of Salford provides Catholic Academy Trusts, schools, and colleges for the following reasons:

1. To assist in the mission of making Christ known to all people;
2. To assist parents and carers, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester.

Journey with Emmaus CAT...



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1. Policy Statement

Our core purpose is to create a healthy Catholic organisation serving the pupils in our Catholic schools, communities, families, and parishes across Greater Manchester. We are aligned in our mission to work collegially to ensure that we have great schools, strong in faith, serving society. Schools where every pupil has an equal opportunity to thrive and receive the very best Catholic education and formation. Our guiding principles and this Governor and Trustee Expenses Policy exist to ensure that each Emmaus CAT school has a clear and compelling vision for all of its pupils, focused on creating an inclusive environment, tailored to the needs and abilities of each and every pupil. At Emmaus CAT we will succeed with our philosophy of aligned autonomy, the belief that talent is key and the sharing of curriculum knowledge and academic rigor.

2. Aim of Emmaus CAT Policies

The aim of this, and all Emmaus CAT policies is to support the seven major themes of Catholic Social Teaching, which include;

- The dignity of work and the rights of the worker;
- Solidarity with all people;
- A preferential option for the poor;
- Stewardship and care for creation;
- The call to community and participation;
- The sacredness of life and the dignity of the human person;
- Human rights and the responsibility to protect them;

as well as ensuring that national legislation and guidance are implemented across all our schools. Our policies should not be viewed in isolation, but along with our guiding principles, as integral to all aspects of school improvement. With our policies we aim to create an effective partnership with parents and carers, the prime educators of their children, to ensure that all children reach their potential whilst setting high expectations and aspirations, in a positive and supportive environment. All Emmaus CAT policies will clearly define and communicate the core principles which underpin our Catholic culture, mission and vision.

3. Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 and the DfE's Governance Handbook. These regulations give Trust Boards the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Emmaus Catholic Academy Trust believes that paying governors' and trustees' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

4. Governor and Trustee Entitlement

All Trustees and Governors of local governing bodies within Emmaus Catholic Academy Trust will be entitled to claim the actual costs which they incur as follows:



- Governors and Trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or trustee of Emmaus Catholic Academy Trust, and are agreed that they are justified before any reimbursable costs are incurred.
- Governors and Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Trustees (for Trustees) or Local Governing Body (for governors):
- Childcare or care for other dependents (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile;
- Travel and subsistence costs, payable at the Government's published subsistence benchmark scale rate, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Board of Trustees and Local Governing Bodies of Emmaus Catholic Academy Trust acknowledge that:

- Governors and Trustees may not be paid attendance allowance;
- Governors and Trustees may not be reimbursed for loss of earnings.

5. How to Claim Expenses

Governors and trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (attached), attaching receipts where possible. Completed forms should be sent via email to: finance@emmauscmat.com

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Audit and Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.



Emmaus Catholic Academy Trust Governor Allowances Claim Form

| | |
|----------------------|--------------|
| Name: | Date: |
| Claim Period: | |

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Travel Expenses

| Date | Detail of Expenses | Total Car Mileage | Calc 45p per mile | Rail | Taxis | Bus | Other | Amount Claimed |
|------|--------------------|----------------------|----------------------|------|-------|-----|-------|----------------|
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Other Expenses (as detailed in Section 2 above)

| Please specify | £ | p |
|----------------|---|---|
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|-----------------------|--------------|
| Authorised By: | Date: |
| Print name: | |