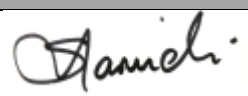
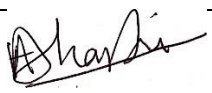
MEMBER, TRUSTEE & LOCAL STAKEHOLDER GROUP ASSOCIATES EXPENSES POLICY

Date this policy takes effect:	Review frequency:	Date to review:	Date to be ratified:
22.2.2022	Annually	Chief Financial Officer Spring 2023	Board of Trustees Spring 2023
How will Trustees be assured this has been implemented?		Through financial auditing of accounts and ongoing financial checks. Compliance with funding agreements.	
Signed:		Sash Hamidi (EXECUTIVE HEADTEACHER)	
Signed:		Seeta Mepani (CHAIR OF TRUSTEES)	

THE PEGASUS PARTNERSHIP TRUST

"Children First"

Our Vision Statement

Within The Pegasus Partnership Trust, our vision and aims of education are underpinned by the UNICEF United Nations Conventions on the Rights of the Child (UNCRC). **Our Vision Statement**

We believe:

- All learning should be purposeful and experiential
- In learning values and skills for whatever the future brings
- We can be world changers

We are a PRIMARY MAT for PRIMARY SCHOOLS
so every child's PRIMARY EXPERIENCE enables lifelong learning

This means we are committed to providing an education, for all children, that should develop their personality, talents and abilities to the full (article 29). We encourage a sense of community spirit, where children pastoral care and well-being underpins academic, co-curricular and sporting excellence. We aim to achieve this through an inspiring curriculum, that is child-centred (article 3), and extends pupil learning beyond the constraints of the classroom. We want to instil a life-long love of learning and equip children with skills that develop their independence, critical thinking, self-awareness, resilience and self-confidence.

Statement of intent

Throughout this document we refer to Data Protection Legislation which means the Data Protection Act 2018 (DPA2018), the United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the aforementioned legislation. Where data is processed by a controller or processor established in the European Union or comprises the data of people in the European Union, it also includes the EU General Data Protection Regulation (EU GDPR). This includes any replacement legislation coming into effect from time to time.

The Pegasus Partnership Trust aims to ensure that all personal data collected about staff, children, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the legislation mentioned above.

The Pegasus Partnership Trust, from time to time, may be required to share personal information about its staff or children with other organisations, mainly the LA, other schools and educational bodies, and potentially social services. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Safeguarding Statement

The Pegasus Partnership Trust respects and values all children and are committed to providing a caring, friendly and safe environment for all our children so they can learn, in a relaxed and secure atmosphere (article 31). We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm (article 19). This is the responsibility of every adult employed by, or invited to deliver services to schools within the Trust. We recognise our responsibility to safeguard all who access school and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At The Pegasus Partnership Trust, we ensure equality of education and opportunity for all children, staff, parents and carers receiving services from the academy , irrespective of age, race, gender (re-assignment), disability (article 23), religion and belief (article 14), sexual orientation, marital/cohabiting status or socio-economic background (article 2). We develop a culture of inclusion and diversity in which all those connected to the academy feel proud of their identity and able to participate fully in academy life.

The achievement of children is monitored by race, gender and disability and we use this data to support children, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

This policy sets the expectation that all staff at The Pegasus Partnership Trust (the "Trust") see themselves as learners and therefore reflects their development as professionals.

1.0 Aims

1.1 The Pegasus Partnership Trust, including Members, Board of Trustees and Local Stakeholder Group (LSG) Associates has decided to pay reasonable allowances from the Trust or Academy's delegated budget to cover any costs that incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

1.2 By adopting this policy, we will ensure that no member of the community is prevented from involvement in governance of academies within The Pegasus Partnership Trust, on the grounds of cost.

2.0 Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

3.0 Overview

3.1 Members, Board of Trustees and Local Stakeholder Group (LSG) Associates may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

3.2 Members, Board of Trustees and Local Stakeholder Group (LSG) Associates may claim allowances by completing a claim form (see appendix 1) and submitting it to the Trust Finance Manager.

3.3 Allowances will only be paid on the provision of a VAT receipt presented within 5 working days, and will be limited to the amount shown on the receipt.

Members, Board of Trustees and Local Stakeholder Group (LSG) Associates may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs (Electric vehicle reimbursement to be clarified at the time)
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances such as training

3.4 Reimbursable costs should be agreed in principle by the Chair of Trustees for Members & Trustees, or the Chair of the LSG for LSG Associates, **before** they are incurred.

The Chair of Trustees or LSG (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Member, Trustee or LSG Associate uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

3.5 Claims by the Chair of Trustees or LSG will be authorised by the Executive Headteacher/CEO and double signed by the CFO.

3.6 Claims will be paid in arrears on a case-by-case basis.

Appendix 1: Claim Form

The Pegasus Partnership Trust

Member, Trustee and LSG Associate claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for **Trust OR Academy** (indicate) expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed: _____ **Date: _____**

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (**please specify):**	
Total expenses claimed	

This form should be submitted, along with any relevant receipts ***and the emailed authorisation from the Chair of Trustees (for Members and Trustees) or Chair of the LSG (for their respective academy) or the Executive Headteacher/CEO with CFO copied in for any of the Chairs***, to:

- Clare Scantlebury (for the Members & Trustees)
- Asha Raivadera (for LSG Associates at PPS)
- Una Jackson (for Local Stakeholder Group Associates at TWPA)

The form should be submitted within 5 working days of the expenses being incurred.

DATE ACTIONED BY FINANCIAL LEAD:_____ SIGNED: _____

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p