



Diocese of Salisbury
Academy Trust

'Beyond expectations for all of God's children'

TRUSTEE AND ASEC GOVERNOR REMUNERATION POLICY

Policy Date: March 2024

Review Date: March 2028

This policy applies to each Academy Standards and Ethos Committee in addition to the DSAT Board

The terms of this policy apply firstly to the Trustees of the Board of the Diocese of Salisbury Academy Trust (DSAT). They also apply to Governors of the Academy Standards and Ethos Committee (ASEC) in each school. Unless otherwise specified in this policy, the term 'Trustee' used throughout also applies to ASEC Governors.

This policy is subject to any changes in the Academy Trust Handbook published from time to time by the Department for Education ('the Handbook').

Principles

- Trustees appointed to DSAT accept that they are acting as volunteers, offering their time for free for the benefit of the Academies and children within DSAT.
- No person will enter into a Trusteeship or ASEC Governor role with the intention of making any financial gain for themselves or for any person or business related to them.
- All Trustees will be aware of the rules surrounding 'Related Party' transactions as set out in the Handbook and are committed not only to complying with these provisions but also to avoiding any perception of financial impropriety.
- DSAT will publish annually a register of Trustees' interests on the DSAT website and will require ASEC Governors to do the same at each school.
- No Trustee or Related Person will receive any benefit from DSAT (other than as a beneficiary of DSAT, for example as the parent or carer of a pupil at a school, or a community user of facilities) save as set out in this Policy.

Payments for Good or Services

The Articles of Association of DSAT set out the circumstances in which Trustees may be remunerated and these circumstances are further restricted by the Handbook.

1. No Trustee may be paid by DSAT for his or her services as a Trustee of DSAT save:
 - a) where his or her employment with DSAT requires him or her to act as a Trustee; and
 - b) for out-of-pocket expenses in accordance with paragraphs 4-6 below.
2. No Trustee or other Related Party (as defined in the Handbook as may be amended from time to time) may be paid by DSAT for the provision of any other goods or services except in accordance with the Articles and the Handbook. In order to receive payment from DSAT a Trustee must first:
 - a) Declare his or her intention to provide such goods or services and remove himself or herself from any decision relating to the awarding of any contract for those goods or services; and
 - b) Ensure that any price tendered for the provision of such goods or services is no more than their 'cost' in accordance with the Handbook (provided that an ASEC Governor may tender services other than at cost, provided that tender is approved by the DSAT Board of Trustees); and
 - c) Enter into a contract with DSAT in accordance with DSAT's financial procedures; and
 - d) Declare his or her interest in the contract.
3. DSAT will not enter into a contract with a Trustee unless:

- a) Entering into the contract will not result in a majority of Trustees (or a majority of ASEC Governors for any one school) having received payment or benefit from DSAT; and
- b) The DSAT Board (excluding the Trustee concerned) is satisfied that the Trustee concerned has complied with the provisions set out in paragraph 2 above; and
- c) The DSAT Board is satisfied that it is in the interests of the Company to employ or to contract with that Trustee rather than with someone who is not a Trustee. In reaching that decision the DSAT Board must balance the advantage of employing a Trustee against the disadvantages of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest); and
- d) The scope of goods or services to be provided is clear and the terms of the contract are no less advantageous than those of other providers; and
- e) An entry is prepared for the Register of Trustees' Interests or the register of ASEC Governors' Interests as appropriate.

Out of Pocket Expenses

- 4. A Trustee may, at the discretion of the DSAT Board, be reimbursed from the property of the Company for reasonable expenses properly incurred by him or her when acting on behalf of the Company but excluding expenses in connection with foreign travel. Any agreement to pay for travel or subsistence must be brought to the attention of the DSAT Board.
- 5. Mileage expenses are paid at the current HMRC rate, and rail travel will be for standard class travel only.
- 6. Subsistence costs will only be paid where the duties of the Trustee necessitate being absent from home before 7am or returning home after 7pm.

Serving Headteacher Trustees

- 7. Where a school outside of DSAT provides their Headteacher to act as a Trustee on the DSAT Board, that school will be entitled to reclaim the costs associated with any cover required in the absence of the Trustee to allow the school to continue to operate its normal business. Any such claims must not exceed the costs incurred by the school.

Employed and Seconded Trustees

- 8. Neither the DSAT Board nor any ASEC shall include more than one third Trustees who are employed by DSAT, or who are employed by a third party but seconded to DSAT for any part of their employment.
- 9. The Remuneration of Trustees employed by DSAT shall be in accordance with Value for Money principles applicable to Public Funds and in accordance with the Handbook.
- 10. The remuneration to the employer of a Trustee seconded to carry out work for DSAT shall be in accordance with Value for Money principals applicable to Public Funds and in accordance with the Handbook.

Appointment of Related Persons

- 11. A person who is a Related Party to a Trustee may apply for any position, paid or unpaid, within DSAT. If a Trustee is aware of such an application from a Related Person then he or she shall declare an interest in the appointment and remove him or herself from any decision making process in respect of that appointment.