

Governors' and Trustees' Allowances Policy



VERSION CONTROL SHEET

POLICY NAME: Governors' and Trustee's Allowances Policy

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1. Aims

The Trust Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

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

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 52) 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. Overview

Members of the Local Governing Body or Trust Board 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.

Members of the Local Governing Body or Trust Board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk to the Local Governing Body or Trust Board.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Local Governing Body or Trust Board may claim for:

- Mileage up to a maximum of 20 miles where the distance between the governor/trustees home and the school is more than five miles.
- Travel and subsistence costs incurred by attending official events at the request of the Local Governing Body or Trust Board. It is preferable for transport tickets etc. to be arranged via the finance department rather than the individual governor/trustee.

- Telephone charges, photocopying and postage may be reimbursed where the governor/trustee is unable to use the facilities of the school in the performance of any duty on behalf of the Local Governing Body or Trust Board. Governors/Trustees must keep a written record or obtain a receipt, relating to expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by LGB or TB **before** they are incurred.

The Chair of Trustees (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 governor/trustee uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed as appropriate by Finance and Resources Committee of the Trust Board.

Appendix 1: governor/trustee claim form

[School name]

Governor/Trustee claim form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

Expense type	£
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Clerk to the Local Governing Body or Trust Board along with any relevant receipts.

The form should be submitted within two weeks of the expenses being incurred.

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