



## Trustees and Governors Expenses Policy

<b>Version</b>	<b>1.0</b>
<b>Name of Policy Writer</b>	<b>Model Policy-KEY Reviewed by J Kendall</b>
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No changes

## **1. Introduction**

The Trust Board have decided to pay reasonable allowances from the Trust/schools budget to cover any costs that trustees/governors 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 Together Learning Trust community is prevented from becoming a trustee/governor on the grounds of cost.

## **2. Legislation and Guidance**

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that Trust boards are free to determine their own policy on the payment of allowances and expenses

This policy will be reviewed annually by the trustees (Audit, Finance & Risk committee). Any amendments will be presented at a meeting of the full trustee board

## **3. Paying Expenses**

Trustees and governors may claim expenditure necessary for them to perform their duties. This does not include an attendance allowance or payment to cover the loss of earnings.

For all claims for expenditure a claim form must be completed (see Appendix 1)

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

### **Childcare or babysitting**

- Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the trustee/governor is attending meetings of the Trust/governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

### **Care arrangements for an elderly or dependent relative**

- Costs may be claimed for situations similar to those for childcare.

### **Telephone charges, photocopying, stationery, etc**

- Where a trustee/governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

### **Travel and subsistence**

- Mileage may be claimed for travel beyond reasonable walking distance for the purpose of attendance at meetings of the Trust/governing body or its committees or other agreed activities. Claims will be reimbursed based on the HMRC approved mileage rates currently 45p for cars and 24p for motorcycles. Where the distance claimed is excessive, then the cost will be compared against the cost of the journey by public transport, the lowest amount will be reimbursed.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed.
- Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £15.00.

### **Other Incurred Expenses**

This list is not exhaustive and trustees/governing bodies should take account of their individual needs. This could include the provision of equipment, support for trustees/governors with special needs or where an individual's first language is not English.

### **Making a claim**

Trustees/Governors should claim in arrears on a monthly basis.

Claims should be authorised by:

- Trustees - Chair of Trustees or CFO and submitted to the Trust Office for payment.
- Governors - Chair of Governors or Headteacher and submitted to the School Office for payment.

The policy and amounts payable will be reviewed every year.

This policy applies equally to all categories of trustee, governor, including associate members.