Governors and Trustees Allowance Policy

V2.0

This document applies to all academies and operations of Cambrian Learning Trust.

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Document Control			
Author	COO	**Approved By**	Trust Resources Committee
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Introduction

It is recognised that although school governance is based on the principle of voluntary service it is not always a cost-free activity. Very occasionally Governors do incur expenditure in order to carry out their duties.

The Board of Trustees have decided to pay reasonable allowances from the schools budget allocation to Governors and Trustees for certain expenses which they incur in carrying out their duties.

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

Legislation and Guidance

The DfE Governance Handbook paragraph 75 states that “Boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles".

This policy complies with our Funding Agreement and Articles of Association.

Guidance on Payments

1. Governors/ Trustees can only claim for actual expenditure incurred to enable them to perform any duty as a Governor/ Trustee

2. A claim must be verifiable via a receipt and limited to the amount shown on the receipt

3. Governor/ Trustee allowances cannot include any provision for loss of earnings or payment as a reward for being a governor e.g. attendance allowance.

HMRC will accept that no tax is due on any allowance payments made to Governor/ Trustees provided the payment made does not reimburse more than the amount actually incurred and it can be deemed reasonable e.g. lunch at a 3 star Michelin restaurant would not be considered appropriate.

Permissible Expenses

- Child care expenses; where the governor does not have a spouse, partner or other responsible adult to care for them.
- Care arrangements for an elderly or dependant relative; where the governor does not have a spouse, partner or other responsible adult to care for them.
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Travel and parking related to attending approved training courses, conference and regional/ national meetings.
- Subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought). Claims can be up to the value of £5 by Governors attending a full day course.
- Telephone charges, photocopying, stationery etc.
- Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

This is not intended to be an exhaustive list and any governor can submit a claim for any expenditure incurred whilst carrying out their duties, which is not covered by this list, for consideration by the full governing committee.

How to Claim

1. Governors/ Trustees must seek prior approval of the expected expenditure.
2. A claim form must be completed and submitted within 2 weeks of the date when the expenses were incurred.
3. The claim form must be submitted with receipts where possible.
4. The claim must be submitted to the Chair of Governors/ Trustees for scrutiny.
5. The claim will then be passed for final approval to the Resources committee or, in the absence of a Resources committee, the full LGC.
6. Once approved the claim must be signed by the Head Teacher/ Executive Head.
7. This is then sent to the CLT Finance Team who will raise a cheque that will be sent directly to the governors/ trustee.

Appendix 1: Governor/Trustee Claim Form

Name:

Address:

School:

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	£
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 below)	
Total expenses claimed	

This form must be submitted to your Chair of Governors/ Trustee along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

Reviewed by Chair	Name:	Date:
Approved by LGC/ Board	Date:	
Signed by Head teacher	Signed:	
Sent to Finance	Date:	

Please send the completed, approved and signed form to:

CLT Finance, CLT Office Fernham Road, Faringdon, SN7 7LB