



Trustee and Governor Allowances Policy

Review Due:	September 2021
Last Review	September 2020
Applicable to:	All Trust Schools
Reviewed By:	SP
Approved By:	Board of Trustees September 2020

Comments:

This policy has been reviewed in line with the new government requirement to revisit the document annually. It includes guidance for Governors and Trustees relating to claims they are able to make for expenses incurred in the line of their duties. It also provides a template claim form. The policy reflects current government guidelines.

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1. Aims

The Trust board has decided to pay reasonable allowances from its schools' delegated budgets (or the central Trust budget for Trustees) 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 Trustee or Governor on the grounds of cost.

2. 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. Overview

Members of the Trust or governing 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 Trust or governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the finance department at Mulberry Lodge (for Trustees) or the relevant School Business Manager or Office Manager for individual schools.

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 Trust or governing board 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
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the Trust Board or the Chair of the Local governing board **before** they are incurred.

The Chair of the trust board or Chair of governors (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 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 annually by the Trust Finance and Audit Committee. Any amendments will be presented at a meeting of the Full Board of Trustees.

Appendix 1: Trustee/governor expense claim form

The Bath and Mendip Partnership Trust

Trustee/Governor expense claim form

School Name:

Name:

Address:

Claim period:

I claim the total sum of £_____ for trustee/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)	
Total expenses claimed	

This form should be submitted to the finance department at Mulberry Lodge (for Trustees) or the relevant School Business or Office Manager (for Governors) along with any relevant receipts.

The form should be submitted within one month 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