



Trustees and Governors Expenses Policy

Version	1.0
Name of Policy Writer	Model Policy-KEY Reviewed by J Kendall
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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 CEO 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.

Appendix 1: Trustee/Governor Claim Form

Governor Claim (place X in the box)	
Trustee/Member Claim (place X in the box)	

Name of school (Governor claims only)	
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Name	
Address	
Period of Claim	
Expense Type	£
Childcare	
Care for dependents	
Travel (detail miles claimed if own car used)	
Subsistence	
Telephone charges, photocopying, postage of stationery	
Support for special needs or english as a second language	
Other (please specify)	
Total expenses claimed	

Sort code	
Account Number	

Please pay the expenses detailed above to my bank account. I have attached the relevant receipts to support my claim.

Signed **Date**

Authorised by **Date**

Submit to School Office for Governor claims.

Submit to Trust Central Office for Trustee/Member claims (c/o Ryburn Valley High School, St Peters Avenue, Sowerby Bridge, HX6 1DG)