



# Trustee & Governor Allowances Policy

Review frequency:	Annual
Last reviewed:	Nov 2020
Reviewed by Trustees	25/11/20
Next review date:	Nov 221

## Introduction

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the School/Trust's annual budget allocation to Trustees/Governors for certain expenses they incur in carrying out their duties. Venture Multi Academy Trust believes that paying trustees/governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as a trustee or governor for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

## Principles

- No Trustee/governor should be out of pocket for expenses necessarily incurred in the course of their duties;
- All members of the Board of Trustees/Local Governing Bodies and any associate members of committees body will be treated equally;
- Individual members' expenses will be kept confidential, but expenses forms will be required to be completed for audit purposes.

The following eligible expenses are payable:

- Childcare or baby-sitting costs (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at a rate in line with school staff;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Claims for mileage must include the date of travel, the destination and the purpose of the journey. Authorised parking charges will be reimbursed against the production of the relevant parking receipt and submission on an authorised expenses form. The Trust/school will not under any circumstances, reimburse parking or speeding fines. Wherever possible Trustees/governors should travel by train at 2nd class passenger rate or the most cost effective way to travel. There is an expectation that, where possible, train fares are pre-booked to achieve savings.

Claims will be paid from the school's delegated budget in the case of governors and in the case of trustees, from the trust budget. Trustees/governors and others must not save up their claims for the end of the school financial year; claims should be submitted in accordance with the process outlined below.

**Venture MAT acknowledges that trustees and governors must not be paid an attendance allowance or be reimbursed for loss of earnings.**

## Process

1. Trustees/governors should complete a claim form and provide receipts, or other evidence of expenditure. Forms should be sent directly to the Chair of the Trust Finance Committee via the Venture MAT Clerk.
2. Claims will be approved by the Finance & General Purposes Committee. No claim will be approved unless submitted on the appropriate form. The Chair of the Finance & General Purposes Committee will sign the expense forms once these have been approved.
3. To reduce administrative costs, claims should be submitted each term, unless this is likely to cause hardship to individuals. Trustees/governors will need to keep in mind the dates of Finance & General Purposes Committee meetings when submitting a claim.
4. Claims will be subject to independent audit and be investigated by the Chair of Trustees if they appear excessive or inconsistent.

## Appendix 1

### Trustees/Governors Claim Form

Trustee/Governor Name:

Name of School:  
(if applicable)

Claim for Autumn/Spring/Summer term  
(please delete as appropriate)

Expense claimed	Cost
Travel to meetings No of miles claimed:       @	
Travel to national meeting/training (Please specify events below) No of miles claimed:       @	
Telephone charges	
Postage	
Photocopying/Stationary*	
Other (please specify	
<b>Total Expenses</b>	

\*Where possible photocopying, stationary, postage should be sourced from the school.

Supporting information (Please attached receipts where possible):

Signed (Claimant): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by F & GP: \_\_\_\_\_ Date: \_\_\_\_\_