



# **Trustee/Governor Allowances and Expenses Policy**

## **BASE Academy Trust**

|  |   |
|--|---|
| Policy Reviewed:                                   | February 2022   |
| Next Review:                                       | February 2023   |
| Signature of Chair of Trust Board:<br>Craig Graham | Signature of Executive Headteacher:<br>Lisa Whittaker |

**BASE ACADEMY**

**TRUSTEE/GOVERNOR ALLOWANCES POLICY**

**Introduction:**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties. BASE Academy's Governing Body believe that paying Trustee / Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustee / Governor for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Travel**

Mileage may be claimed where the distance between the Trustee / Governors' home and the School or other venue which Trustee / Governors are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several Trustee / Governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the HRMC rate for the miles travelled in excess of 10 miles.

- **Childcare**

Where a Trustee / Governor does not have a partner or other responsible adult to care for a child whilst they are attending meetings of the Governing Body or its committees or other agreed activities, BASE Academy will provide childcare facilities.

Claims for the actual cost of reimbursement to a child-minder or babysitter may be made in extenuating circumstances.

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

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the trustee / governor would have provided during the period of their absence.

- **Telephone charges, photocopying costs and stationery**

Reimbursement may be made where the Trustee / Governor is unable to use the facilities of the Academy in the performance of any duty on behalf of the governing body. Trustees / Governors must keep a written record or obtain a receipt, (where possible), relating to the expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

- **Special Needs**

Any extra costs incurred by Trustee / Governors in carrying out their duties because they have special needs

- **Claiming**

To minimise the administrative burden for the school, Trustee / Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be submitted on the form attached at end of the policy and authorised by the Chair or Executive Head teacher. Claims will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent further details may be requested by the Chair.

This policy applies equally to all categories of Trustee / Governor.

**The Governing Body at BASE Academy acknowledges that:**

- Trustees / Governors may not be paid attendance allowance;
- Trustees / Governors may not be reimbursed for loss of earnings.

**BASE ACADEMY**

**Trustee / Governor Allowances Claim Form**

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

|  | £ | p |
|--|---|---|
| Childcare / Babysitting expenses                       |   |   |
| Care arrangements for an elderly or dependent relative |   |   |
| Support for Governors with special needs               |   |   |
| Travel   |   |   |
| Telephone Charges                                      |   |   |
| Postage  |   |   |
| Photocopying   |   |   |
| Stationery   |   |   |
| Other (please specify)                                 |   |   |
| TOTAL EXPENSES CLAIMED                                 |   |   |

**• Travel**

Mileage may be claimed where the distance between the Trustee / Governors' home and the School or other venue which they are required to attend on business related to the work of the governing body (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several Trustees / Governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the HRMC rate for the miles travelled in excess of 10 miles.

**CLAIM AGREED:-**

Head teacher / Chair of Governors .....

Date .....

**RECEIPT OF PAYMENT:-**

Reimbursed by:- .....

Date .....

I certify that I have incurred the expenses claimed for above and confirm that payment has been received.

Signature (Trustee / Governor) .....

Date .....