



LEARNING

FOR LIFE

TRUST

Governor & Trustee Expenses Policy

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Introduction

The Learning for Life Trust has adopted this policy in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. This policy makes provision for expenses to be paid for any expenditure 'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor' as defined by this policy. All other expenses which fall outside of this policy may not be paid.

Throughout this policy, reference to 'Governors' includes the role of Governors, Trustees and Members.

The duties of governors are varied and this policy outlines how the school or trust pays governor allowances from their budgets in order to support them as they carry out their duties in school(s).

Governors are a key part of the school/trust leadership teams and using part of the budget in this way is an effective use of funding. This policy outlines the good practice guidelines and cost claims regulations that are in place to help us ensure that there is equality when it comes to spending and that all school and trust funds are being used in a way that best supports our school community.

All expenses claims must be met from the appropriate budget. Payment can be made from any other source of income to the school or trust (eg private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

All expenses claims must be approved in advance.

Eligible Allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided.** Governors are entitled to claim the actual costs for the following on a case-by-case basis and with the prior approval of the appropriate board (school or trust):

- The extra costs that they incur in performing their duties, either because they have special needs or because English is not their first language.
- Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Receipts must be provided for claims.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the chair of the appropriate board in advance of the costs being incurred where this is practicable.

Governors will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings.

Making a claim

Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the school office. Receipts must be attached where available and claims must be made within four weeks of the expense being incurred.

The chair of the appropriate board will approve claims and claims forms should be sent to them. Once approved, the claims form will then be sent to the office for payment.

