

# Pope Francis Multi Academy Trust

## Member, Trustee & Governor Expenses Policy

<b>Presented &amp; Approved by Trust Board</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
<b>Signed by Chair of Trust Board</b>	
<b>Name of Chair of Trust Board</b>	<b>Fr Michael Fitzsimons</b>
<b>Date</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
<b>Version</b>	<b>1</b>
<b>Date of Review</b>	<b>March 2023</b>

## **1 Payments to Members, Trustees and Governors**

### 1.1

School governance in England is rooted firmly in the principle of voluntary service. The government is committed to maintaining and promoting this principle for board members of both academies and maintained schools. This is in line with charity law and corporate governance practice in other parts of the public sector.

### 1.2

There are limited, specific, circumstances in which individuals serving as board members can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school or Trust.

## **2 Board Members allowances and expenses**

### 2.1

Relevant legislation allows boards in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the board to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor.

Where they choose to do so, it must be in accordance with a policy or scheme.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor.

This does not include payments to cover loss of earnings for attending meetings.

Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website.

Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

### 2.2

Boards in academies are free to determine their own policy on the payment of allowances and expenses.

In this regard, The Pope Francis Academy Trust adopts the principles allowed by the law for maintained schools.

### 2.3

So long as payments reimburse actual expenditure they are not taxable.

However, tax liabilities may arise on mileage payments if board members are paid more than the Inland Revenue approved mileage threshold rates, which currently stand at 45p per mile.

2.4

Claims may be submitted on claim forms devised by the Trust for this use.

2.5

All planned expenditure should be agreed by the Chair of Trustees in advance of making a claim, and all claims should be approved by the Chair of Trustees.

In the case of claims made by the Chair of Trustees, these should be approved by the Vice Chair of the Trust Board.

### **3 Rates at which allowances are payable are as follows:**

3.1

For public transport, actual costs incurred.

However, where more than one class of fare is available, the rate shall be limited to second-class or standard fares.

For travel by taxi or private hire vehicle the cost per journey must not exceed £10 per journey.

3.2

For travel by private vehicle reimbursement will be at the rate of;

**40p per mile**

3.3

Where appropriate, VAT receipts should be attached to all claim forms.