

Members, Directors and Governors Allowance Policy

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1. Introduction

This policy applies to the Directors and Governors of the Local Governing Bodies of the schools within the Severn Academies Educational Trust (SAET) and provides a framework for appropriate reimbursement guidelines.

This policy statement has been developed in accordance with the DfE document "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013". These regulations give Academy Trusts the discretion to pay allowances from a trust's/school's annual budget allocation to directors/governors for certain allowances which they incur in carrying out their duties.

This policy has been written and approved in line with the Trust's Articles of Association which state that 'a director of the academy trust/member of a local governing body may at the discretion of the board/local governing body be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the academy trust.'

The purpose of this policy and procedures within is to ensure good practice in the management of Director/governor expenses with the aim to encourage a wide range of Director/governor interest.

The SAET Board wishes to promote high quality governance within its schools and communities and this policy helps to ensure equality of opportunity and overcome a potential barrier in encouraging parents and others putting themselves forward for the role.

The SAET Board believes that paying Directors/governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

It is strongly recommended that SAET and its schools set aside a portion of their annual budget to cover Director/governors' expenses. Local Governing Bodies should make provision from within their delegated budget if they anticipate expenditure in making adjustments for disabled governors or in providing support to those governors whose first language is not English.

Further guidance can be found in Section 5 of this policy.

2. Guidelines

Directors/Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the SAET Board and its committees and the Local Governing Bodies and their committees, undertaking Director/governor development and otherwise acting on behalf of the Trust.

Governors may not claim for:

- actual or potential of loss of earnings
- attendance allowance

All Directors, governors and associate members are eligible to claim allowances in accordance with this scheme.

3. Eligible Expenses

Categories of eligible expenditure are as follows:

- childcare or baby sitting but excluding payments to a current/former spouse or partner
- cost of care arrangements for an elderly or dependant relative but excluding payments to a current/former spouse or partner
- extra costs incurred in fulfilling duties either because of Special Needs or because English is not the first language
- the cost of travel relating to travel to meetings and training courses
- travel and subsistence costs associated with attending national meetings or training events
- telephone charges, photocopying, stationery and postage

4. Allowance Rates

Rates at which allowances are payable as follows:

- care arrangements - actual costs incurred
- telephone calls and postage - actual costs incurred
- travel rates in accordance with the Inland Revenue Authorised Mileage Rate
- For public transport, actual costs incurred for the cheapest available fares
- subsistence - if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your local area, reimbursement will be made for the food/non-alcoholic drink items bought on the day claimed
- photocopying/Printing and Postage should wherever possible be completed via the Trust/school, only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently

5. Criteria for Claims

All Director claims must be submitted to the Director of Finance and Governors' claims submitted to the relevant School Business Manager on the appropriate form within two weeks of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement (e.g. bus ticket, phone bill, taxi receipt, till receipt and a fuel receipt is required even when a mileage claim does not represent the full amount of fuel purchased).

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Directors/Governors should confirm that claims for reimbursement are agreed as justifiable with the Chief Financial Officer (CFO), the relevant Principal or School Business Manager before any reimbursable costs are incurred. However, Director/Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the Director of Finance/Principal/School Business Manager will approve reasonable expenditure retrospectively.

Claims will be subject to independent audit and Director claims may be investigated by the Chair of the Board (or Finance Committee in respect of the Chair of the Board) and Governor claims may be investigated by Chair of Governors (or Chair of Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent. The CEO / Director of Finance reserve the right to raise concerns they have themselves or receive from Principals/Headteachers of SAET regarding unusual or excessive requests.

The Board / Local Governing Bodies may vary these rates to meet particular circumstances. The rates must be agreed at a full governing body meeting

6. Guidance

Further guidance can be obtained from:

- The Governance Handbook
- The relevant Academies Financial Handbook
- Travel expenses must be paid at a rate not exceeding the maximum level of HM Revenue & Customs authorised mileage rate. The rates are changed annually and can be found on HM Revenue & Customs website at www.hmrc.gov.uk.
- Further information is available in the Charity Commission's guidance CC11:Trustee expenses and payments

**Directors and Governors Allowance
Model Claim Form**

Name:	Location:
Address:	Date of claim:
Post code:	Claim Period:

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

I have attached relevant receipts to support my claim. Y/N

Bank details: Bank Name: Sort code:

Account name: Account number:

Signed:..... Date.....

		Net Cost £	VAT £	Total Cost £
Child care/Baby sitting arrangements				
Care arrangements for elderly/dependent relative				
Support for Special Needs				
Support if English not first language				
Travel to meetings/training courses – by car	Start mileage			
	Finish mileage			
	Total miles claimed			
Other travel costs				
Subsistence costs				
Telephone charges (provide itemised bills showing relevant calls)				
Postage				
Photocopying				
Stationery				
Other (please specify)				
TOTAL EXPENSES CLAIMED				

All Director claims must be submitted to the Director of Finance and Governors' claims submitted to the relevant School Business Manager / appropriate person on the appropriate form within two weeks of the expenditure being incurred (except for telephone calls).

Authorised by.....(Director of Finance /Business Director) Date.....