



POLICY NAME: Trustees' & Governor's expenses policy

REVIEWED: July 2023

REVIEW PERIOD: Annual

THE ROWAN LEARNING TRUST

TRUSTEES' & GOVERNORS' EXPENSES POLICY

INTRODUCTION

In accordance with the **Academy Trust** Handbook Trustees & Governors may claim for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as a Governor.

Governors are not entitled to receive remuneration for their work as a Trustee or Governor and may not claim for actual or potential loss of income or be paid attendance allowances.

The Rowan Learning Trust believes that paying Trustees & Governors expenses, in the 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 Trust funds.

Any exceptions to this policy need to be justified to and approved by the Board of Trustees before any reimbursable costs are incurred and reimbursements made.

ENTITLEMENTS

All Trustees or Governors of (add school name here) will be entitled to claim the actual costs they incur for the following:

- i. The cost of travel relating only to travel to meetings/training courses payable in accordance with Her Majesty's Customs and Revenue approved mileage rates.

These rates are in line with the specific rates for Academy staff.

- ii. For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances with prior approval of the Headteacher.
- iii. Subsistence, if additional expenses are incurred because work as a Trustee or Governor requires taking meals (i.e. breakfast, lunch or dinner) away from the Trust. Reimbursement will be made for reasonable items bought on the day of the claim.
- iv. Telephone charges, photocopying, stationery, postage or other reasonable out of pocket expenses. Where practical however Trustees or Governors are expected to make use of administrative facilities made available.
- v. Childcare or baby-sitting allowances (excluding payments to a current/former spouse, partner or other family members) with prior approval of the Rowan Learning Trust Board.

- vi. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or other family member) with prior approval of the Rowan Learning Trust Board.
- vii. Costs incurred in performing Trustee or Governor duties either because they have special needs or because English is not their first language with prior approval of the Rowan Learning Trust Board.
- viii. Any other justifiable expenses with prior approval of the Rowan Learning Trust Board.
- ix. Where the school or Trust receives a grant e.g. NLG, Governors can claim through this policy in line with the conditions of the grant.

SUBMITTING CLAIMS

Trustees or Governors wishing to make claims under these arrangements, should complete a claims form (appendix A and available from the Clerk to governors or the Company Secretary), attaching receipts where applicable, and return it to the Finance Department. Claims should be submitted at least half termly. The Clerk to Governors or Company Secretary will submit for approval by the Chair of the local committee or Rowan Learning Trust Board.

TRANSPARENCY

Expenses claims may be subject to Freedom of Information requests.

Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Vice Chair in respect of the Chair of Trustees) if they appear excessive or inconsistent.

MONITORING, EVALUATION AND REVIEW

The Rowan Learning Trust Board will review this policy every three years and assess its implementation and effectiveness.

Signed: _____ **Date:** _____

Chair of the Rowan Learning Trust

March 2021

APPENDIX A

(ADD SCHOOL NAME HERE)

Claims form for Trustees' or Governors' Allowances

Name:	Date:
Address:	
Claim period from:	Claim period to:

	£
Travel to meetings/training courses (include dates and venue)	
Travel/subsistence to national meetings or training events	
Telephone charges	
Postage	
Stationery & photocopying	
Childcare expenses	
Care arrangements for an elderly/dependent relative	
Support for Trustees or Governors with special needs	
Support for Trustees or Governors whose language is not English	
NLG or other grant	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

I claim the total sum of £..... for Trustee or Governor Expenses as detailed above.

I have attached relevant receipts to support my claim.

Signed:

Date:

Approved by:

Date: