



LIGHTHOUSE SCHOOLS PARTNERSHIP

MEMBERS', TRUSTEES' AND GOVERNORS' ALLOWANCES POLICY

Non-Statutory

Policy Approved by the Board of Trustees

Signed: *A Haysom*

Date: 18 May 2021

Name: Adele Haysom

Chair of Board of Trustees

Authorised for Issue

Signed: *Gary Lewis*

Date: 18 May 2021

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Chief Executive

Document History

Version	Author/Owner	Drafted	Comments
1.0	Clare Sanders	Published August 2016	Based on DfE Model Policy

2.0	Clare Sanders	July 2017	Policy amended - Added Policy applies to LSP Central Team. Adopted by Board of Trustees 11 July 2017
3.0	Louise Malik	August 2018	Various amendments
4.0	Louise Malik	March 2021	Scheduled update

Date Policy Adopted	
Review cycle	Biennial
Review date	Summer Term 2023

This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

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1. Introduction

This policy statement has been developed in accordance with the [Governance Handbook 2020](#). It applies to Members, Trustees on the Board of Trustees and Governors on Local Governing Bodies.

The Lighthouse Schools Partnership (LSP) believes that paying appropriate expenses to Members, Trustees and Governors is important in ensuring equality of opportunity for all members of the community to serve in such roles.

Members, Trustees and Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Trust Board and its committees including Local Governing Bodies, undertaking Trustees/Governors development, and otherwise acting on behalf of the Trust Board.

Members, Trustees and Governors are encouraged to use video conferencing as appropriate to avoid additional travelling time and costs.

It is illegal for Members, Trustees and Governors to receive any remuneration for their work, other than payment of reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings of the Trust Board and its committees, including Local Governing Bodies. They should not be out of pocket as a result of their duties.

Members, Trustees and Governors may not claim for:

- actual or potential loss of earnings or income
- attendance allowance.

All Members, Trustees and Governors are eligible to claim allowances in accordance with this policy. Payments can only be paid in respect of expenditure necessarily incurred for the purposes of enabling the person to perform any duty as a Member, Trustee or Governor and should always be at the lowest effective cost.

2. Eligible Expenses

Members, Trustees and Governors may claim for the following eligible expenses, on a case-by-case basis:

- Childcare or baby-sitting allowances not exceeding a maximum of £10 per hour, (excluding payments to a connected party. The [Academies Financial Handbook](#) provides a definition of a connected party).
- Cost of care arrangements for an elderly or dependent relative, not exceeding a maximum of £10 per hour (excluding payments to a connected party. The [Academies Financial Handbook](#) provides a definition of a connected party).
- Any extra costs they incur in performing their duties either because they have special needs, or because English is not their first language; Such expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
- Travel and subsistence costs (i.e. reimbursement for meals purchased that would not have otherwise be bought). Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Subsistence expenses will only be paid on provision of a receipt and will be limited to the amount shown on the receipt.
- Telephone charges, photocopying, stationery, postage etc. Such expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Any Member, Trustee or Governor wishing to be reimbursed for legitimate 'out of pocket' expenses not listed should contact the Chair of the Board of Trustees directly to discuss their claim.

3. Allowance Rates

Rates at which allowances are payable are as follows:

Travel

In accordance with the adopted Trust Mileage Rates which are 45p per mile for cars (up to the first 10,000 business miles in a tax year) and 15p per mile for motorcycles.

Subsistence

Where additional expenses are incurred because work, as a Member, Trustee or Governor, required purchasing meals outside of the geographical area of the MAT, reimbursement will be made for food/drink items bought on the day claimed.

Subsistence claims must reflect the actual cost of meals/beverage shown on the receipt up to a maximum of:

Breakfast	£ 5.00
One meal (5 hour travel)	£ 5.00
Two meals (10 hour travel)	£10.00
Late Evening meal	£15.00
Overnight Stay (B&B)	£70.00

Where Members, Trustees or Governors travel on Trust business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The Trust/school will reimburse the reasonable costs of accommodation, food and drink when supported by receipts.

The Trust/school will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members.

Members, Trustees and Governors should note that items of a personal nature, such as alcoholic drinks, mini-bars, video hire, etc. will not be reimbursed by the Trust/school and these should be deducted from any bills submitted for reimbursement.

4. Reimbursement instructions for claims

In order to provide a clear audit trail, claimants should ensure that:

- Members' and Trustees' claims are submitted to the Clerk to the Trust Board who will check claims and will submit them to the Chief Financial and Operating Officer for authorisation and payment. All claims should be submitted on the agreed form (attached as Appendix A) within one month of the expenditure being incurred.
- Governors' claims should be submitted to the Clerk to the Local Governing Body who will check claims and will submit them to the Business Manager for authorisation and payment from the school's individual budget. All claims should be submitted on the agreed form (attached) within one month of the expenditure being incurred.
- All claims must be supported by a VAT receipt.
- Claims for mileage must be supported by a VAT receipt for fuel, issued for any value exceeding the amount of the claim, issued within one month of the date of the journey(s).

5. Financial Management

The Trust's and School's normal systems for authorising and processing payments will apply to claims made under this scheme, which will be met from:

- In the case of Members or Trustees - from the Central Services budget (funded by the Core Services Charge).
- In the case of local Governors - from the individual school's delegated budget
- Provision must be made within the central services budget and delegated schools budgets to cover anticipated annual expenditure, including making adjustments for disabled governors or in providing support to those governors whose first language is not English.
- Where allowable expenses are likely to exceed the budget, this will be considered by the relevant Committee that has responsibility for monitoring the expenditure against the agreed budget.

Appendix A

**To the Clerk to Trustees (Members/Trustees)
To the Clerk to Governors of XXX School**

**Claim for reimbursement of Members', Trustees' and Governors' expenses in
accordance with the Trust Board's policy for the payment of expenses (Members,
Trustees and Governors Allowances Policy)**

NAME:			
ADDRESS:			
BANK DETAILS	Sorting Code		Account No
	Account Name		

EXPENSES

Meeting/Training Event:		
Date:		
Venue:		
TRAVEL EXPENSES		
Care arrangements (Child care/Dependant relative care)	Number of hours claimed:	
	Cost per hour claimed:	£
	Total claim:	£
Mileage: Please see Section 3 Reimbursement instructions for claims.	Number of hours claimed:	
	Amount per mile claimed:	£
	Total claim:	£
Cost of transport: <i>(if not claiming mileage)</i>	Amount claimed:	£
SUBSISTENCE EXPENSES		
Meals/drinks purchased: Please see Section 3 Reimbursement instructions for claims.	Amount claimed:	£
TOTAL CLAIMED:		£

A VAT receipt must be attached for all claims (including mileage)

Signature of claimant:		Date:
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For office use only

Checked for accuracy/eligibility:	Signature of Clerk:	Date:
Payment authorised and passed to Finance:	Signature of Business Manager / CFOO:	Date: