

Unique document no:

Document title

Members, Trustees and
Governors Allowances
Policy (Scheme for
paying Governors'
expenses)
3.0

Version



LIGHTHOUSE SCHOOLS PARTNERSHIP

MEMBERS, TRUSTEES AND GOVERNORS ALLOWANCES POLICY (Scheme for paying Governors' Expenses)

Non Statutory

Policy Approved by the Board of Trustees

Signed : *A Hayson*

Name : *Adele Hayson*

Chair of Board of Trustees

Date: *3rd December 2018*

Authorised for Issue

Signed : *Gary John (END)*

Name : *GARY JOHN (END)*

Chief Executive

Date: *8th December 2018*

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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

Date Policy Adopted	3 rd December 2018
Review cycle	Biennial
Review date	Autumn Term 2020

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

MEMBERS, TRUSTEES AND GOVERNORS ALLOWANCES POLICY (*Scheme for paying Governors' Expenses*) Non Statutory

1. Introduction

This policy statement has been developed in accordance with the Governance Handbook 2017. It applies to Members, Trustees on the Board of Trustees and Governors on Local Governing Bodies.

The Lighthouse Schools Partnership (LSP) believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Members, Trustees and Governors for all members of the community, and so is an appropriate use of funds.

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.

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. It is right however for them to 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 scheme. 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

Categories of eligible expenses are as follows:

2.1 Members, Trustees and Governors may claim for the following, 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.

Unique document no:	
Document title	Members, Trustees and Governors Allowances Policy (Scheme for paying Governors' expenses)
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- 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. Such expenses should be paid on provision of a receipt and 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. This does not apply to events held at any Trust School.

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. Claims of up to the maximum value of £12.50 per day for meals are allowable and will be limited to the amount shown on the receipt.

4. Reimbursement instructions for claims

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

- Members' and Trustees' claims should be 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) 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 will need to 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 should 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.

Unique document no:	
Document title	Members, Trustees and Governors Allowances Policy (Scheme for paying Governors' expenses)
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- 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.

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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)	<i>Number of hours claimed : Cost per hour claimed : £ Total claim : £</i>
Mileage: <i>Please see Section 3 Reimbursement instructions for claims.</i>	<i>Number of hours claimed : Amount per mile claimed : £ Total claim : £</i>
Cost of transport: <i>(if not claiming mileage)</i>	<i>Amount claimed : £</i>
SUBSISTENCE EXPENSES	
Meals/drinks purchased: <i>Please see Section 3 Reimbursement instructions for claims.</i>	<i>Amount claimed : £</i>
TOTAL CLAIMED:	£

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

Signature of claimant:		Date:
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Unique document no:

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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:

