



# The Consortium Trust

*Where together excellence and pupils thrive*

## Governance Expenses Policy

### 1 Introduction:

- 1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.
- 1.2 For the purpose of clarity governance and governors refers to the Trust Members, Board of Trustees and approved members of Locality Committees.
- 1.3 The Consortium Trust believes that paying members of all tiers of governance, allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve in roles of governance for all members of the community, and so is an appropriate use of school funds. The specific items allowable reflect this objective.
- 1.4 This policy is subject to acceptance, approval and amendment for each Locality Committee as well as the Trust Board.
- 1.5 From 1<sup>st</sup> January 2017 all volunteers in governance "Governors" roles of The Consortium Trust (subject to 1.4 above) will be entitled to claim the actual costs, which they incur, as follows:
- 1.6 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Consortium Trust, and are agreed by the relevant Finance and Resources Committee that they are justified before any reimbursable costs are incurred.
- 1.7 The Consortium Trust acknowledges that:
  - > Governors may not be paid attendance allowance;
  - > Governors may not be reimbursed for loss of earnings.

1.8 This policy will be reviewed by The Trust Board and Locality Committees on an annual basis.

### 2 Key features of this policy

- 2.1 Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor where the school has derived a benefit from such outlay.
- 2.2 Governors cannot claim an allowance for the routine performance of governing duties i.e. attendance at regular Trust or LC meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of the Locality Committee in advance.
- 2.3 Governors cannot claim expenses for loss of earnings.
- 2.4 Governors cannot claim mileage for the routine performance of governing duties i.e. attendance at regular LC meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of Locality Committee in advance.



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2.5 Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, where a Trust Extended Schools' provision is not available. All the categories under which expenses may be claimed are set out below:

1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if legitimate/bona fide receipts verifying expenditure are presented.
2. It is the responsibility of governors to decide for themselves whether or not to claim.
3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
5. The policy should be reviewed annually by the Finance & Resources Committee and any changes agreed by the Locality Committee and/or Trust Board.

### 3 Approved categories

3.1 There are three approved categories:

1. Travel (not including attendance at meetings, monitoring duties or training as agreed by the individual governor)
2. Childcare or care for dependent relative (where Trust Extended Schools Club provision is not available)
3. Clerical (if specifically requested to carry out additional duties e.g. to print x copies of a document for the purpose of y. Most clerical activities will be carried out by the school at no cost to the governor)

#### 1. TRAVEL EXPENSES

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by standard class and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied, contact the Finance and HR Manager for the current rate.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

#### 2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Subject to an agreed maximum per family per session and on production of a bona fide receipt to prove that expenditure has taken place. The maximum hourly rate for childcare provision is benchmarked against the National Living Wage or actual costs whichever is lower.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.



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Reimbursement cannot be made for informal arrangements with family members.

### 3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc.)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt)

### 4 Procedures for Claiming

- 4.1 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the LC Administrator), attaching receipts, and return it to the School/Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of The Board / Locality Committee then to be presented to the relevant Finance and Resources Committee for final approval.
- 4.2 Claims will be subject to independent audit and may be investigated by the Chair of Locality Committee (or Vice Chair in respect of the Chair of Locality Committee) if they appear excessive or inconsistent.
- 4.3 Annual statement of governor expenses will appear within the audited accounts and may therefore be published, governors attention are drawn to this accounting requirement.

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	11/05/17	Principal/CEO	Include statement on the publication of expenses claimed
V3	28/02/18	Principal/CEO	Annual review – NO amendments

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	29/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/12/2016

### Equality Impact Assessment

Date	Name	Details

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