

Governor and Trustee Allowances Policy	
Accountable Trust Committee	Finance and Audit
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1 Introduction & Principles

The purpose of this policy is to ensure that no member of the community is prevented from becoming a Trustee/Governor on the grounds of cost.

The Trustee board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

2 Legislation and Guidance

The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

3 Overview of allowable expenses

Members of the Trustee/Local Governing Board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Trustee/Local Governing Board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance Office at Worthing High School.

Allowances will only be paid on the provision of a VAT receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare;
- Care for elderly or dependent relatives;
- Extra costs incurred because they have a special need or English as a second language;
- Travel and subsistence costs;
- Telephone charges, photocopying, postage, stationery, etc.;
- Other justifiable allowances;

Claims will be paid in arrears on a case-by-case basis.

Reimbursable costs should be agreed in principle by Trustees **before** they are incurred.

The Chair of Trustees/Governors (or the vice-chairs, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4 Appendix 1

South Downs Education Trust

School name

Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed by Claimant: _____ Date: _____

Signed by Chairperson: _____ Date: _____

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Finance Office at Worthing High School along with any relevant receipts.

The form should be submitted within 30 working days of the expenses being incurred.

5 Appendix 2

Approved mileage rates from tax year 2011 to 2012 to present date

From tax year 2011 to 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p