

Larwood Academy Trust

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Larwood School

Brandles School

Headteacher: Mr Pierre van der Merwe BA, NPQH

Headteacher: Mr Paul Smith BA (Hons), PGCE, NPQH

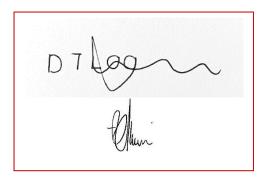
Dan Login

Chair of Trustees

Pierre van der Merwe

Acting Executive Headteacher

GOVERNORS & TRUSTEES ALLOWANCES & EXPENSES POLICY



Policy Number: 28

Review Committee: Finance and Resources

Type of Policy: Statutory Review Period: Annually Approved: April 2023 Next Review: April 2024

Registered office:

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LARWOOD ACADEMY TRUST – GOVERNORS & TRUSTEES ALLOWENCES & EXPENSES POLICY

1. LEGAL FRAMEWORK

- 1.1 This policy has due regard to the following legislation, including, but not limited to: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended).
- 1.2 This policy also has due regard to the following guidance: DfE Governors' Handbook 2017

2. SCHOOL GOVERNANCE (ROLES, PROCEDURES AND ALLOWANCES)

(England) Regulations 2013

- 2.1 Under these regulations, schools may decide to provide payments to governors / trustees in order to cover costs for expenses paid whilst fulfilling their roles.
- 2.2 There are, however, restrictions on the circumstances under which governors / trustees can receive payments from the federation. Governors / trustees must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.
- 2.3 The circumstances in which governors / trustees will receive payments must be agreed by the governing body in advance, and be authorised by submitting a petty form or email.
- 2.4 Any payments to governors / trustees must only be authorised if the governing body has deemed the circumstances beneficial to the school.
- 2.5 Any travel expenses must be returned at a rate not exceeding the HM Revenue and Customs approved mileage rates.
- 2.6 Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

3. WHAT CAN GOVERNORS / TRUSTEES CLAIM EXPENSES FOR?

3.1 Governors and Trustees of Larwood Academy Trust will be able to claim expenses in the following instances, on a case by-case basis and with prior approval from the governing body:

Travel: - Claims for expenses may be made for travel between the governor's/ trustee's household and the school, at the level of mileage rates published by HM Revenue and Customs (45 pence per mile). The nature of the visit must be related to the work of the governing body, e.g. governors' meetings, training courses etc.

Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.

The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

Childcare: - In cases where a governor / trustee does not have a spouse or family member to care for a child/children when the governor / trustee must attend meetings relating to the

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work of the governing body, expenses will be returned for the cost of childcare or a babysitter. Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor / trustee must be absent due to their governing duties.

Specific needs: - Governors/ trustees may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties. The circumstances in which governors / trustees can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc. - Claims for reimbursements can be made where a governor / trustee is unable to use the school's facilities for any of the above. Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

3.2 This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the governing body.

4. HOW ARE EXPENSES CLAIMED?

- 4.1 Trustees should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.
- 4.2. Claims must be must be approved.
- 4.2 Claims should be made by the schools petty cash form (appendix 1) or via email with a receipt where practical.
- 4.3 Any claims will not be reimbursed unless authorised by the Chair of Trustees and Trust Finance Manager.
- 4.4 All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Trustees and Trust Finance Manager may ask for further details.

5. ALLOWENCES

Governors / Trustees do not have an allowance.

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APPENDIX 1

P£TTY CASH CLAIM

PETTY CASH		BANK TRANSFER		
REQUEST FROM:			DATE:///	
AMOUNT TO BE DI	RAWN:			
£				
PURPOSE OF REQU	JEST:			
CLAIMAINT'S SIGN	ATURE:			
SUPPORTING DOC	UMENTS W	ITH VAT REGISTRATION NUMBER (WHE	RE APPLICABLE) SHOULD BE ATTA	CHED OT THE BACK OF THIS FORM
DUDGET HOUDERS	CICNATURE	:		
BODGET HOLDERS	SIGNATURE			
AUTHORISED SIGN	ATURE: (HEA	AD TEACHER'S SIGNATURE)		
				DATE:///
			OFFICE USE ONLY	
BUDGET ALLOCATI	ON			
NOMINAL CODE:				
COST CENTRE:				
DEPARTMENT:				
SIGNED				
DATE				
COMPLETED:				
CHECKED:				
COLLECTED:				