



# Larwood Academy Trust

**Chair of Trustees:** Daniel Login |BA (Hons)|

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ  
**Email:** [admin@larwood.herts.sch.uk](mailto:admin@larwood.herts.sch.uk) **Telephone:** 01438 236333  
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**Larwood School**

**Brandles School**

**Executive Headteacher:** Mr Pierre van der Merwe |BA, NPQH|

**Headteacher:** Mr Paul Smith |BA (Hons), AVCM|

## Version Control

V1.1	April 2024	Version control added

Registered office:

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**Dan Login**

Chair of Trustees

**Pierre van der Merwe**

Executive Headteacher

# GOVERNORS & TRUSTEES ALLOWANCES & EXPENSES POLICY

Policy Number: 28

Review Committee: Finance and Resources

Type of Policy: Statutory

Review Period: Annually

Approved: April 2024

Next Review: April 2025

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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.

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## **LARWOOD ACADEMY TRUST – GOVERNORS & TRUSTEES ALLOWENCES & EXPENSES POLICY**

**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 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**

**PETTY CASH CLAIM**

PETTY CASH

BANK TRANSFER

REQUEST FROM:

DATE: ...../...../.....

AMOUNT TO BE DRAWN:

£

PURPOSE OF REQUEST:

CLAIMAINT'S SIGNATURE: .....

**SUPPORTING DOCUMENTS WITH VAT REGISTRATION NUMBER (WHERE APPLICABLE) SHOULD BE ATTACHED OT THE BACK OF THIS FORM**

BUDGET HOLDERS SIGNATURE: .....

AUTHORISED SIGNATURE: (HEAD TEACHER'S SIGNATURE) .....

DATE: ...../...../.....

**OFFICE USE ONLY**

**BUDGET ALLOCATION**

**NOMINAL CODE:**

**COST CENTRE:**

**DEPARTMENT:**

**SIGNED**

**DATE**

**COMPLETED:**

**CHECKED:**

**COLLECTED:**

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