

# Boothville Primary School

## Governor and trustee allowances policy

September 2022

Boothville Primary's governing body has developed this policy in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended). These regulations make provision for allowances to be paid for any expenditure **'necessarily incurred for the purpose of enabling the governor or associate member to perform any duty'**.

Boothville Primary School's board of trustees has developed this policy in accordance with the provisions of the Academy Trust Handbook 2021 and the trust's articles of association. Trustees should ensure that they are aware of the Charity Commission's guidance for trustees CC11: Trustee expenses and payments.

The duties of governors are varied and this policy outlines how the school pays governor allowances from the school annual budget to support them as they carry out their duties. Governors are a key part of the school leadership, using part of the school budget in this way is an effective use of funding. This policy outlines the good practice guidelines that are in place to help us ensure that there is equality when it comes to spending and that all school funds are being used in a way that best supports our community.

All expenses claims submitted by governors must be met from the school's delegated budget. Payment can be made from any other source of income to the school (e.g. private funds) if the person providing those funds is made aware that they might be used for that purpose.

### 1. Eligible allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Governors are entitled to claim the actual costs for the following on a case-by-case basis:

- The extra costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Childcare or babysitting while the governor is attending meetings of the governing body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used, the actual cost of expenditure will be

reimbursed, as will the cost of a taxi where public transport is not available. Car parking charges may also be reimbursed upon production of a receipt. Receipts must be provided for claims.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the chair of the Finance and Personnel committee in advance of the costs being incurred where this is practicable.

**Governors will not:**

- be paid an attendance allowance
- be reimbursed for loss of earnings.

## **2. Making a claim**

Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the school office. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The chair of the Finance and Personnel committee will approve claims and claims forms and should be addressed to them.

Claims will be investigated by the Chair of the Finance and Personnel committee if they appear excessive or inconsistent. Action may be taken against any governor who submits misleading claims.

**Signed by**

**Chair of [trustees OR governors]**

**Date: .....**

**[CEO OR Headteacher]**

**Date: .....**

**This document will be reviewed annually**