



Empowering our unique schools to Excel

# St John's Church of England Primary School

## Trustees and Governors' Expenses policy

	ODBST x.y
<b>Policy Level:</b>	1 <b>ODBST Trustee Policy</b> Owned and applicable at ODBST Board level
	2 <b>ODBST Statutory and Mandatory Policy</b> All schools must adopt these policies with local amendment strongly discouraged. These policies are centrally amended and binding on LGBs from the date of Board approval. They must be displayed on the School's website. Approval for all proposed local amendments must be sought from the ODBST Governance Lead prior to Local Governing Body resolution.
<b>Other related ODBST policies and procedures:</b>	
<b>Committee responsible:</b>	FRAPP
<b>Approved by:</b>	FRAPP
<b>Date Approved:</b>	15 October 2020
<b>Date for Next Review:</b>	October 2023

In reviewing this policy the Trust Board has had regards to the Equality act 2010 and carried out an equality impact assement. It is satisfied that no group with a protected charecteristic will be unfairly disadvantaged

Approved October 2020

## **Introduction**

ODBST acknowledges the role of Trustees and Governors in setting the strategic direction and monitoring the performance of the Trust. Although the role is voluntary the Trust wishes to provide a facility for Trustees and Governors to be reimbursed for expenditure which they may incur in the course of their duties. This policy applies equally to all Trustees and Governors within ODBST and details which expenses are payable for attendance at 'Approved Duties'. However, it is always open to any individual to choose whether or not to claim, irrespective of this policy.

## **Claiming Expenses**

The expenses which may be claimed are summarised below:-

- Travel expenses
- Subsistence expenses
- Miscellaneous expenses

All claims submitted for payment must be supported by a valid receipt.

## **Approved Duties**

The following is a list of activities that ODBST has deemed an "Approved Duty" for the purpose of claiming expenses under this policy:

- Properly convened meetings of the Trust and Local Governing Board
- Other duties designated by the Trust or Local Governing Board, e.g. acting as a member of a panel convened for recruitment, disciplinary, pay or other approved reason
- Approved academy visits
- Attendance at a meeting or conference approved by the Local Governing Board

## **Allowable Expenses**

Trustees and Governors may only claim expenses in respect of actual expenditure incurred whilst attending the above meetings, undertaking training/development and otherwise acting on behalf of ODBST. These expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the claim form.

Expenses that cannot be claimed by law

Governors cannot claim 'attendance allowances' i.e. payment for actually attending Governing Board meetings;

Governors may not be reimbursed for loss of earnings.

## Travel Expenses

Consideration should be given to the mode of transport to ensure that the most cost effective means of travel is used. The costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Trustees and Governors are encouraged to coordinate travel arrangements where possible to minimise the costs to the Trust. If Trustees and Governors share transport, only the driver is eligible to claim for the journey. The following may be claimed:

- the approved mileage rates currently in force as set out on HMRC website
- the actual cost of standard rate public transport including bus and train fares (cheap rate fares should be used where they are available)
- the actual cost of car parking, toll road charges
- taxi fares (in exceptional circumstances i.e. no other transport options available and attendance essential).

Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable and practical to use public transport then Trustees and Governors will be expected to do so.

Under no circumstances will ODBST reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

Trustees and Governors who use their own vehicle for any journey on Trust business must ensure that their insurance covers them for this use. Any cost of business use cover is covered by the mileage allowance.

## Cost of Meals and Accommodation

The cost of meals purchased by Trustees and Governors required to be at a location away from their home may be claimed. The cost of meals and accommodation will be paid when on a course or otherwise away overnight. These costs must be approved in advance and subject to the approved limits

Meals	Breakfast £10.00
	Lunch £15.00
	Dinner £20.00
Hotel accommodation	Up to £110.00 per night

The costs of hotel 'extras' such as DVDs, newspapers, beverages not complementing an evening meal and private telephone calls, will not be reimbursed. No alcoholic drinks will be reimbursed.

## Miscellaneous Allowances

Trustees and Governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties:

- Photocopying or printing
- Postage

The Trust will pay up to £10 per annum of this category of expense. Often the Trust can print documents far cheaper than can be achieved on a home printer and therefore, if printed documents are required, these should be requested from the Trust in the first instance.

### **Payment of Expenses**

Expense claims will only be paid if submitted on the Trust approved Expenses form. Unless substantial sums are involved, claims should be submitted termly in arrears and claim forms must be submitted to the Chair of the ODBST for Trustees expenses or the Chair of the Local Governing Board in the case of Governors for review and approval. The Vice Chair in each case will authorise payments in respect of any claims made by the Chair. Payment will be made by the central or academy finance team by BACS transfer.

The Chair of the ODBST or Local Governing Board, Headteacher, Chief Financial Officer or Academy Business Managers have the right to ask for additional evidence to support any expense claims made under this Policy. The Academy Business Manager will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Trustees and Governors' expenses are subject to audit.

All claims must be supported by a valid receipt. All receipts which contain VAT must be retained by the Academy in accordance with current VAT legislation. Claims outstanding for more than six months will not be accepted.

### **Publication of Expenses**

ODBST is obliged to publish details of all allowances and expenses paid to Trustees and Governors on its public website and in its annual accounts