

Trustee and Local Governor Expenses Policy

Monitoring and review

Staff responsible	:	Chief Finance Officer
Committee responsible	:	Finance and Resources Committee
Links	:	
Date approved	:	March 2018
Review date*	:	March 2020

*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and re-circulated.

The Boleyn Trust Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust.

Rationale

The Boleyn Trust 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 the Boleyn Trust 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.

Policy Statement

Claiming Expenses

The expenses which may be claimed are summarised below:

- Travel expenses;
- Subsistence expenses;
- Childcare and baby-sitting expenses;
- Governor assistance;
- Miscellaneous expenses.

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

Approved Duties

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

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

It should be noted that visits to the Trust schools by any Trustee or Governor will not qualify for payment under this policy.

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 the Boleyn Trust. 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

- 'attendance allowances' i.e. payment for actually attending meetings;
- 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 the Boleyn Trust 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 should only travel by air if approved in advance by the Accounting Officer.

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.

Reasonable expenses for the cost of accommodation, food and drink will be reimbursed when supported by receipts.

Only the cost of accommodation required for the purposes of the Boleyn Trust will be reimbursed by the school or Trust. The Boleyn Trust will not meet the cost of additional parties or accommodation provided to a spouse or other family members.

Personal items, such as mini-bars, newspapers, movies etc. will not be reimbursed and their total should be deducted from any bills submitted for expenses purposes.

Childcare and Baby-Sitting Allowances

Trustees and Governors may claim an allowance for childcare costs incurred on approved duties. This is not a round sum allowance, but must be for actual expenses incurred when it is necessary for a non-family member to be paid to look after a child or children to allow a Trustee or Governor to attend approved duties

The allowance will be the actual expenses incurred. The Academy Trust will pay up to £50 per annum for this category of expense.

Assistance Allowances

Trustees and Governors may claim an allowance for costs relating to additional needs incurred on approved duties. These may include:

- Support for the cost of a signer;
- Audio equipment;
- Braille transcription;
- Translation of documents.

The Boleyn Trust will pay up to £50 per annum for this category of expense.

Miscellaneous Allowances

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

- Photocopying or printing;
- PC ink cartridges;
- Stationery including paper;
- Postage.

The Trust will pay up to £10 per annum of this category of expense. Often the school 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 school in the first instance.

Payment of Expenses

Expense claims will only be paid if submitted on the approved form (**Appendix A**). Unless substantial sums are involved, claims should be submitted termly in arrears and claim forms must be submitted to the Chair of Trustees for Trustees 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 individual schools for Local Governors and the Chief Finance Officer for Trustees by either BACS transfer or Cheque.

The Chair of Trustees or Local Governing Board, Headteacher, Chief Finance Officer or School Business Managers have the right to ask for additional evidence to support any expense claims made under this Policy. The School 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, e.g. bus ticket, phone bill, till receipt, child care receipt etc. All receipts which contain VAT must be retained by the Trust in accordance with current VAT legislation. In the case of telephone calls, an itemised phone bill must be provided where possible identifying the relevant calls where a claim is being made. Where an itemised bill is not available full details of the calls must be provided. Claims outstanding for more than six months will not be accepted.

Publication of Expenses

The Boleyn Trust is obliged to publish details of all allowances and expenses paid to Trustees and governors on its public website and in its annual accounts.

Gift Aid

Trustees and governors who pay income tax in the UK may, if they wish, accept payment of their expenses and then donate this back to the Boleyn Trust under gift aid. If you would like to do this, please contact the Chief Finance Officer for a gift aid certificate.