



## Governance Expenses Policy

### 1. Introduction

- 1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation for certain allowances which they incur in carrying out their duties.
- 1.2 For the purpose of clarity governance refers to the Trust Members, Trustees, and Locality Committee representatives.
- 1.3 Consortium Trust believes that paying members of all tiers of governance, allowances in specific categories as set out below, is important in ensuring equality of opportunity to serve in roles of governance for all members of the community, and so is an appropriate use of public funds. The specific items allowable reflect this objective.
- 1.4 This policy is subject to acceptance, approval and amendment by the Trust Board.
- 1.5 From 1<sup>st</sup> January 2017 all volunteers in governance roles of Consortium Trust (subject to 1.4 above) will be entitled to claim the actual costs, which they incur, as follows:
  - 1.5.1 Providing the allowances are incurred in carrying out their duties, as a representative of The Consortium Trust, and are agreed by the relevant Finance and Resources Committee that they are justified before any reimbursable costs are incurred.
- 1.6 Consortium Trust acknowledges that:
  - Members, Trustees and Locality Committee representatives may not be paid attendance allowance;
  - Members, Trustees and Locality Committee representatives may not be reimbursed for loss of earnings.
- 1.7 This policy will be reviewed by The Trust Board on an annual basis.

### 2 Key features of this policy

- 2.1 M/T/LCR are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their governance role where the school has derived a benefit from such outlay.
- 2.2 M/T/LCR cannot claim an allowance for the routine performance of governance duties i.e. attendance at regular Trust or Locality Committee meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of Trustees in advance.
- 2.3 M/T/LCR cannot claim mileage for the routine performance of governance duties i.e. attendance at regular meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of Trustees in advance.



2.4 M/T/LCR may be reimbursed for expenses, including child care costs, incurred whilst attending governance meetings where a Trust Extended Schools' provision is not available. All the categories under which expenses may be claimed are set out below:

1. M/T/LCR can only claim expense for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if legitimate/bona fide receipts verifying expenditure are presented.
2. It is the responsibility of M/T/LCR to decide for themselves whether or not to claim.
3. The method of claiming expenses should ensure that M/T/LCR are able to claim without embarrassment.
4. Existing M/T/LCR (and those new to role at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective nominee.
5. The policy should be reviewed annually by the Finance & Resources Committee and any changes agreed by the Trust Board.

### 3. Approved categories

3.1 There are three approved categories:

1. Travel (not including attendance at meetings, monitoring duties or training)
2. Childcare or care for dependent relative (where Trust Extended Schools Club provision is not available)
3. Clerical (if specifically requested to carry out additional duties e.g. to print x copies of a document for the purpose of y. Most clerical activities will be carried out by the school/Trust at no cost to the individual)

#### 1. TRAVEL EXPENSES

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by standard class and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied, contact a member of the Finance team for the current rate.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of the individual.



## **2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES**

Subject to an agreed maximum per family per session and on production of a bona fide receipt to prove that expenditure has taken place. The maximum hourly rate for childcare provision is benchmarked against the National Living Wage or actual costs whichever is lower.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

## **3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc.)**

As required to cover the cost of unavoidable clerical expenses incurred carrying out governance duties but subject to proof of purchase (e.g. till receipt)

## **4. Procedures for Claiming**

- 4.1 Those wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Governance Professional), attaching receipts, and return it to the School/Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trustees then to be presented to the relevant Finance and Resources Committee for final approval.
- 4.2 Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent.
- 4.3 Annual statement of governance expenses will appear within the audited accounts and may therefore be published, specific attention is drawn to this accounting requirement.



## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	11/05/2017	Principal/CEO	Include statement on the publication of expenses claimed
V3	28/02/2018	Principal/CEO	Annual review – NO amendments
V4	31/01/2023	Principal/CEO	Annual review

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	29/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/12/2016
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	2/3/2023
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	2/3/2023

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