

# **POLICY FOR PAYMENT OF TRUSTEE AND GOVERNOR EXPENSES**

<b>This policy was created and ratified by the Trust Board in:</b>	<b>November 2018</b>
<b>The policy owner is:</b>	<b>Chief Finance Officer</b>
<b>This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)</b>	<b>September 2021</b>
<b>Policy Version:</b>	<b>V2</b>
<b>Signed by the Chair of the Board of Trustees:</b>	

In the development of this policy consideration has been given to the impact on protected characteristics under the Equality Act and the work life balance of employees.

The Board of Trustees of The Wensum Trust adopted this policy on the date shown above and it applies to all Trustees and Governors, employed within the Trust as defined in paragraph 1 below.

1. Trustees and Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Board of Trustees and Local Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Trust or Local Governing Body:
2. Trustees and Governors may not claim for actual or potential loss of earnings or income.
3. All Trustees and Governors and associate members are eligible to claim allowances in accordance with this scheme.
4. Categories of eligible expenditure are as follows:
  - Child care or baby-sitting expenses, where these are not provided by a relative or partner
  - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
  - Support for Trustees or Governors with special needs
  - Support for Trustees or Governors whose first language is not English
  - Telephone calls and postage
  - Travel
  - Subsistence
5. Rates at which allowances are payable are as follows:
  - **Care Arrangements:** Actual costs incurred, up to a maximum of £8.50 per hour
  - **Telephone Calls/Postage:** Actual costs incurred
  - **Travel Rates:** In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles
  - **Public Transport:** Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10.00 per journey
  - **Subsistence:** If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.
6. All claims must be submitted on *Trustees and Governors Expenses Claims Forms* (Appendix A), to the *Chief Finance Officer* of the Trust within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. A fuel VAT receipt dated prior to the travel being claimed for must be submitted for mileage expenses claimed.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
9. The Trust's normal systems for authorising and processing payments will apply to claims made under this scheme.

### **Monitoring and Review**

The Trust will review this policy every 3 years and assess its effectiveness and implementation. Any deficiencies identified shall be corrected and used to inform review of the policy, which will be promoted and implemented throughout the Trust.

The Chief Finance Officer will report on the effectiveness of the policy to the Trust Board as appropriate.



## TRUSTEES AND GOVERNORS EXPENSES CLAIMS FORM

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Post Code</b>	<b>Month of Claim:</b>

I claim the total sum of £..... for governor expenses as detailed below.  
 I have attached relevant receipts to support my claim.

**Signed:**

<b>Expense Incurred</b>	<b>£</b>
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

<b>Authorised by:</b>	<b>Signature:</b>
Chair/Vice Chair of Governors	
Academy Name	
Chief Finance Officer	

**This form should be submitted to: Neil Aylott – Chief Finance Officer, The Wensum Trust, 185 Middletons Lane, Norwich, NR6 5SB.**