

# The Heath Family Multi Academy Trust

## Trustees/Governor's Allowances and Expenses Policy

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**Throughout this policy, references to the Governing Body also include the Trust Board, references to the school also include the Trust and references to Governors also include Trustees**

### **1. Compliance**

1.1. This governor's allowances and expenses policy has been prepared with due regard to the following statutory provisions:-

- 1.1.1. School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- 1.1.2. School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013
- 1.1.3. Academy trust's articles of association
- 1.1.4. Academies Financial Handbook (as amended)
- 1.1.5. Charity Commission's guidance CC11: Trustee expenses and payments

1.2. Whilst the above statutory regulations do not apply to an academy trust/independent school, we have considered them as a useful guide for the development and determination of this policy.

### **2. About this policy**

2.1. This policy underpins the Governing Body's commitment to ensuring equality of participation for all governors and, to ensure that a governor (or non-governor who asked to attend a governing body meeting) is not out of pocket.

2.2. This policy does not seek to remunerate governors for their voluntary role(s), but acknowledges that there may be costs incurred in carrying out official duties of the office held for which reimbursement is proper and in the interests of the academy trust.

2.3. The funds available to the trust come from the public purse and/or charitable assets so must only be disposed of when it is in the public interest and in compliance with applicable laws and regulations.

### **3. Allowances and expenses**

3.1. Allowances and expenses necessary and reasonably incurred for which a claim may be made comprise the following:-

- 3.1.1. Childcare or babysitting expenses (excluding payments to a current/former spouse or partner);
- 3.1.2. Cost of care arrangements for an elderly or dependant relative (excluding payments to a current/former spouse or partner). Claims will be limited to reimbursing the actual amount paid to a person providing the care, that the governor would have provided during the period of absence;
- 3.1.3. The extra costs incurred in performing duties, either because of special needs or because English is not the first language. For example, provision of a signer, braille documentation or travelling and subsistence for another person providing support to the governor; and,

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- 3.1.4. The cost of travel relating only to travel to meetings/training courses; paid at Her Majesty's Revenue and Custom's Approved Mileage Rate (as published from time to time).<sup>1</sup>
- 3.2. The administrator will provide stationery and photocopying may be undertaken in the School/Trust office.
- 3.3. Any other justifiable allowances, provided they are agreed with the Trust beforehand.
- 3.4. The Governing Body acknowledges that:-
  - 3.4.1. governors will not be paid attendance allowance or reimbursed for loss of earnings;
  - 3.4.2. governors may not claim expenses for foreign travel;
  - 3.4.3. employees can be appointed to a Governing Body and receive their salary but no additional payment must be made;
  - 3.4.4. governors (and immediate relatives) will not receive payment for goods and services; and,
  - 3.4.5. governors must withdraw from a meeting where their contractual arrangements, pay or performance are discussed.

#### 4. Claiming

- 4.1. Claim forms are available from the School's office. These forms should be completed in full, attaching receipts and returned to the School within 6 weeks of the date when the allowances were incurred.
- 4.2. Any expenses received 2 months after the date they have been incurred will not be reimbursed. It is the responsibility of each governor to ensure that they submit his/her claim on time.
- 4.3. Claims should be made to the Administrator and authorised by the Chair of Governors.
- 4.4. Claims will be subject to independent audit and may be investigated by the CFO and/or Chair of Governors if they appear excessive or inconsistent.
- 4.5. General expenses cannot be reimbursed without dated receipts.

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<sup>1</sup> Mileage may be claimed where the distance between the governor's home and the School or other venue which governors are required to attend on business related to the work of the governing body (for example, meetings, training courses, visits to other providers) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport is encouraged and fares will be reimbursed on the basis of active expenditure, up to the level of standard class travel. Taxi fares will be reimbursed (upon production of a valid receipt) only where no other form of transport was reasonably available.

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**Appendix: Trustee / Governor Expenses Claim Form**

**Details of Expenses Claim**

Name (in full): \_\_\_\_\_

Address: \_\_\_\_\_

(this is the address where the cheque will be posted to)

Claim period: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Expense type</b>	<b>£</b>
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to Trish Roberts, Company Secretary, The Heath Family (NW), c/o Palace Fields Primary School, Badger Close, Palace Fields, Runcorn, WA7 2QW, along with any relevant receipts.

The form should be submitted within 6 weeks of the expenses being incurred.

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**For Office Use:**

**Expense Claim Received:**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Expense Claim Authorised:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_