

## Governor & Trustee Allowances Policy

Date Prepared:	Term 1 2017
Author:	G Chisnell CEO
Checked by (Trustee)	Finance Group
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*This policy refers to governors, this applies to both governors on the Regional Governing Body and trustees on the Board of Trustees.*

Veritas Multi Academy Trust believes that paying governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community. The specific items allowable reflect this objective.

### **All governors on the RGB and trustees on the Trust Board will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the expenses are incurred in carrying out their duties as a governor or representative of the RGB or Board of Trustees, and are agreed by the CEO that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board of Trustees:
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses will not exceed the HMRC rate of 45 pence per mile which does not exceed the specified rates for school personnel;

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances deemed reasonable by the Board of Trustees.

**Veritas MAT Board of Trustees acknowledges that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to Board of Trustees), attaching receipts where possible, and return it to the Clerk within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Finance Group for final approval. The Finance Group can approve claims up to £500, claims above this limit will be referred to the Board of Trustees.

Claims will be subject to independent audit and may be investigated by the Finance Group if they appear excessive or inconsistent. Claims will also form part of the annual financial audit.

This policy will be reviewed annually.

# Veritas Governor / Trustee Claim Form

<b>Name:</b>	
<b>Role:</b>	<b>Governor / Trustee*</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

\*Delete as appropriate

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

Signed.....

	Claimed Cost	Approval Granted? <small>(To be completed by Finance Group)</small>
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>		

This form should be submitted to:

Clerk to the Governing Body