



## GOVERNOR AND DIRECTOR EXPENSES POLICY

**This Policy was adopted by:**

**The Directors of Ventrus Multi Academy Trust**

**On 13<sup>th</sup> June 2018**

**Signed by.....**  **.....Chair of Directors**

**Review Date** **Signed** .....

**Review Date** **Signed** .....

**Review Date** **Signed** .....

# GOVERNOR EXPENSES POLICY

## 1. Introduction

- 1.1. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Part 6) allows for “out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.”
- 1.2. The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body’s commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.
- 1.3. The provisions of this policy also apply to non-executive Directors of the Trust in relation to the work they carry out on a voluntary basis for the Trust, and all references to ‘governor’ and ‘governing body’ shall be interpreted accordingly.

## 2. Allowable expenses

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

### 2.1. Child care or babysitting expenses.

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

### 2.2. Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. 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 their absence.

### 2.3. Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

### 2.4. Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

### **2.5. Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

### **2.6. Travel and subsistence**

Mileage may be claimed. 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 (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of £0.45 per mile. Payments of expenses where these have been, or are already met by the Trust or other body are excluded from this policy.

### **3. Claiming**

To reduce administration, governors are asked to claim either termly or whenever the value of a claim has exceeded £20, whichever occurs first. All claims must be filed within a month of the end of the academic year to which they relate. Claims should be made using the Director/Governor Travel and Expenses Claim Form at Annexure 1.

**ANNEXURE 1**

<b>Director/Governor Travel and Expenses Claim Form</b>			Ventrus Multi Academy Trust		
Name					
Address					
All payments will be made via BACS, during the next available payment run. Please provide bank details below.					
Account Name					
Bank Name					
Sort Code					
Account Number					
Remittance Advice email address					
<b>Mileage Claim</b>					
Date	Miles Claimed	Mileage Rate	Amount £	Details	
<b>Expenses Claim – please attach receipts</b>					
Date	Amount	Details			
Signed (claimant)				Date	
Authorised (Chair of LGB/Board)				Date	
Please forward to Maria Phillips – Finance Manager Woodwater Academy, Woodwater Lane, Exeter, EX2 5AW <a href="mailto:MPhillips@ventrus.org.uk">MPhillips@ventrus.org.uk</a> ; 01392 256020					
<b>Payment Grid – for office use only</b>					
Total to be paid					
Entered on PSF		BACS date	run	Payment Date	