

TRUSTEES AND GOVERNOR EXPENSES POLICY - 2020

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give trustees the discretion to pay allowances from the school's annual budget allocation to trustees/governors for certain allowances which they incur in carrying out their duties. FACT trustees believe those paying trustees and governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees and governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All trustees and governors of FACT will be entitled to claim the actual costs, which they incur as follows:

1. Trustees and Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee or Governor of Fairchildes Primary, Rowdown Primary or Monks Orchard Primary, and are agreed that they are justified before any reimbursable costs are incurred.
2. Trustees/Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust:
 - 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 at a 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 the LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Trustees at FACT acknowledges that:

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

Trustees/Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from CFOO) attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred.

Claims will be subject to independent audit and may be investigated by the Chair of Board or Chair Board finance committee) if they appear excessive or inconsistent.

This Policy will be reviewed by the Finance, Personnel & Audit committee on a 4-yearly cycle and must be signed by the Chair of Board.

Policy Reviewed: November 2020	Next Review : September 2024
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Trustees/Governor Allowances Claim Form

Name:	Date:
Address:	

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

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Other (please specify)			
TOTAL EXPENSES CLAIMED			