



The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org **Tel:** 01379 668283 / 01379 852520

Governance Expenses Policy

1 Introduction:

1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

1.2 For the purpose of clarity governance and governors refers to the Trust Members, Board of Trustees and approved governors on Local Governing Bodies.

1.3 The *Consortium* 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 and so is an appropriate use of school funds. The specific items allowable reflect this objective.

1.4 This policy is subject to acceptance, approval and amendment for each Local Governing Body as well as the Trust Board.

1.5 From 1st January 2017 all governors of The *Consortium* Multi Academy Trust (subject to 1.4 above) will be entitled to claim the actual costs, which they incur, as follows:

1.6 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The *Consortium* Multi-Academy Trust, and are agreed by the relevant Finance and Resources Committee that they are justified before any reimbursable costs are incurred.

1.7 The *Consortium* Multi-Academy Trust acknowledges that:

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

1.8 This policy will be reviewed by The Trust Board and Local Governing Bodies on an annual basis.

2 Key features of this policy

2.1 Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor where the school has derived a benefit from such outlay.

Where together excellence and pupils thrive.



The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org **Tel:** 01379 668283 / 01379 852520

2.2 Governors cannot claim an allowance for the routine performance of governing duties i.e. attendance at regular Trust or LGB meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of Governors in advance.

2.3 Governors cannot claim expenses for loss of earnings.

2.4 Governors cannot claim mileage for the routine performance of governing duties i.e. attendance at regular LGB meetings, attendance at routine training courses or for monitoring activities at school unless agreed by the Chair of Governors in advance.

2.5 Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, where a Trust Extended Schools' provision is not available. All the categories under which expenses may be claimed are set out below:

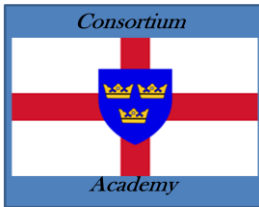
1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if legitimate/bona fide receipts verifying expenditure are presented.
2. It is the responsibility of governors to decide for themselves whether or not to claim.
3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
5. The policy should be reviewed annually by the Finance & Resources Committee and any changes agreed by the Local Governing Body and/or Trust Board.

3 Approved categories

3.1 There are three approved categories:

1. Travel (not including attendance at meetings, monitoring duties or training as agreed by the individual governor)
2. Childcare or care for dependent relative (where Trust Extended Schools Club provision is not available)
3. Clerical (if specifically requested to carry out additional duties eg to print x copies of a document for the purpose of y. Most clerical activities will be carried out by the school at no cost to the governor)

Where together excellence and pupils thrive.



The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org **Tel:** 01379 668283 / 01379 852520

1. TRAVEL EXPENSES

Public Transport – reimbursement of fare upon production of ticket; rail travel should be by standard class and every effort should be made to use fares which offer best value.

Car - the latest mileage allowances should be applied, contact the Finance and HR Manager for the current rate.

Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Subject to an agreed maximum per family per session and on production of a bona fide receipt to prove that expenditure has taken place. The maximum hourly rate for childcare provision is benchmarked against the National Living Wage or actual costs whichever is lower.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

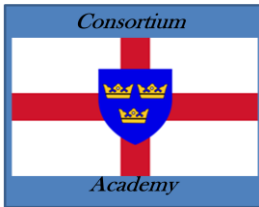
3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt)

4 Procedures for Claiming

4.1 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School/Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of The Board / Local Governors then to be presented to the relevant Finance and Resources Committee for final approval.

Where together excellence and pupils thrive.



The Consortium Multi-Academy Trust

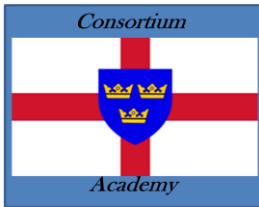
Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org **Tel:** 01379 668283 / 01379 852520

4.2 Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

Where together excellence and pupils thrive.



The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org Tel: 01379 668283 / 01379 852520

Document Control

Changes History

Version	Date	Amended By	Details of Change

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	29/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/12/2016

Equality Impact Assessment

Date	Name	Details

END OF DOCUMENT

Where together excellence and pupils thrive.