

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



INSERT SCHOOL/ACADEMY LOGO
HERE

Multi Academy Trust Policy

Common Trust Policy Principles for incorporation

Local Governor Allowances Policy

Date adopted by Trust Board: 05/2020

Date of next Review: 05/2023

Date Adopted by Local Governing Body:

Introduction

Aquila, the Diocese of Canterbury Multi Academy Trust Ltd, is committed to ensuring that anyone

who willing to offer their time to support their local school is not inconvenienced by doing so. We see governance as a key driver of our core values of connect, nurture, aspire, learn, excel and hope at the local level. Please note that any reference to a school in this document means an Academy in the Trust.

The work of the Local Governor is central to securing our vision of thriving local communities of learning and in the case of those schools with a Christian foundation, rooted in the teachings of Jesus and the Gospel narrative. Local bodies need to be representative of those communities though and so it is important that a wide range of people are encouraged to become Governors and that there are as few barriers as possible for those who wish to offer their time to the role.

The Trust believes that paying allowances for specific expenses as outlined below is important to ensure equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of locally allocated Trust funds (i.e. the school budget).

Any expenses paid must be agreed before making any claim and considered reasonable, necessary and incurred as a result of fulfilling their role as governor

Governors will be entitled to claim the actual costs they incur once it:

- is confirmed that the costs are incurred in fulfilling their duties as a Governor of Aquila
- that the costs are pre-approved by the School Business Manager
- that the Local Governing Body approves the costs.

It is appropriate to claim for the following expenses:

1. TRAVEL EXPENSES

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

Car - the latest mileage allowances should be applied. At present, these allowances are

Type of Vehicle	First 10,000 business miles	Each business mile over 10,000
Cars and Vans	45p per mile	25p per mile
Motor cycles	24p per mile	24p per mile

Claims for parking must be accompanied by a ticket.

Claims cannot be made for;

- parking fines
- avoidance of road tolls
- non-payment of congestion charges
- road traffic offences including speeding fines

Taxi – reimbursement of fare upon production of a 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 Trustee/governor.

2. CHILDCARE

Subject to an agreed hourly rate and on the production of a receipt to prove that

expenditure has taken place.

Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members or friends.

3. CARE ARRANGEMENTS FOR AN ELDERLY OR DEPENDENT RELATIVE

Claims for the actual cost of reimbursement to a registered carer may be made while attending meetings or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

4. CLERICAL EXPENSES (stamps, envelopes, photocopying/printing etc)

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

5. SUBSISTENCE EXPENSES (meals and refreshments in connection with an overnight stay)

Overnight stays will not normally be required for governance duties. If such stays are required for national conferences or other training, the following terms apply

Type of expense	Maximum amount of claim
Overnight accommodation (bed and breakfast)	£85 per night
Breakfast when travelling - if leaving home before 06:30 and the total journey time is more than 2 hours	£5
Lunch – on days following an overnight stay	£5
Evening meal – when staying away from home overnight	£25
Evening meal when travelling – if arriving home after 20:00 and the total journey time is more than 2 hours	£10

Expenses can only be claimed for the actual cost incurred (that is, the cost must have been incurred before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

Process for Claiming

It is the responsibility of individual Governor to decide for themselves whether or not to claim their expenses.

Governors are **not** entitled to claim reimbursement for:

- Governors' attendance at meetings
- Loss of earnings

Those wishing to claim must:

- Obtain prior approval from the School Business Manager or Head teacher
- Obtain and complete a Claim Form attaching receipts and returning to School Business

Manager within two weeks of the date of incurring the cost.

Payments will be made by BACS and any claims will be subject to audit and may be investigated if they appear excessive or inconsistent.

Alternatives

As highlighted above it is for individual governors to decide whether they wish to claim expenses from their school. It should be recommended however that while individuals can claim their costs; Governing Bodies are also free to consider whether there are other arrangements that they could put into place which could mitigate the overall cost to the budget while supporting all governors in their duties. Existing examples include;

- Providing a crèche in school utilising existing and willing staff
- Car sharing to training and meetings
- Being provided with a ream of paper from the school for the year

While any claims will have to come from the local funds of the school; the governors are a key aspect of leadership and management. Reasonable steps should be taken to accommodate their place in the school as a result and appropriate funds budgeted to support them.