



**South Manchester
Learning Trust**

**Trust Wide Policy
Governors' Expenses Policy**

Date of Board Approval: 22 January 2020

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Aims

The Trust Board has decided to pay reasonable expenses from the School's delegated budget to cover any costs that board members and governors incur through carrying out their duties.

This policy sets out the terms on which such expenses will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a trustee or governor on the grounds of cost.

2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of expenses.

3. Overview

Members of the Trust / Governing Board may claim reasonable expenses to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Trust / Governing Board may claim expenses by completing a claim form (see appendix 1) and submitting it to Danielle Taylor, Business and Finance Director, South Manchester Learning Trust, Altrincham College, Green Lane, Timperley, Altrincham WA15 8QW.

Expenses will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Trust / Governing Board may claim reasonable expenses for:

Childcare

Care for elderly or dependent relatives

Extra costs incurred because they have a special need or English as a second language

Mileage costs (Payable at agreed NJC amounts)

Travel and subsistence costs

Telephone charges, photocopying, postage, stationery, etc.

Other justifiable expenses

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Trust Board and the Business and Finance Director **before** they are incurred.

The Chair of Trust Board (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to audit review.

4. Monitoring arrangements

This policy will be reviewed every three years by the Trust Board. Any proposed amendments will be presented at a meeting of the Trust Board.

Appendix 1: Trustee/ Governor Claim Form

School Name for Governor meetings or Trust Name for Trust meetings	
Trustee/ Governor Name	
Address	
Claim Period	

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Mileage – number of miles, including details from and to	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	