



TRUSTEES' AND GOVERNORS' ALLOWANCES AND EXPENSES

SEPTEMBER 2024-2027

Passmores Co-operative Learning Community

Policy Rationale

The Trust Board and Local Governing Bodies of each Passmores Co-operative Learning Community (PCLC) academy play a key role in the success of PCLC. Individual members, trustees and local governors should not be deterred from playing their full part because of incidental costs. This policy has been created with the aim of ensuring all members, trustees, local governors, and non-governors who are members of any PCLC Trust committee, receive reimbursements for expenses where PCLC has derived benefit from the individual serving their governing duty.

PCLC believes that including payment for members, trustees and local governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

There are however, restrictions on the circumstances under which members, trustees and local governors can receive payments from the Trust. They must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.

The circumstances in which members / trustees / local governors will receive payments must be agreed by the Trust Board in advance, and be authorised by submitting a claim form available from the PCLC Governance Officer.

Any payments to members / trustees / local governors must only be authorised if the Trust Board has deemed the circumstances beneficial to the Trust.

Any travel expenses must be returned at a rate not exceeding the HMRC approved mileage rates.

Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

What can governors claim expenses for?

Members / trustees / local governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Trust Board:

Travel:

Claims for expenses may be made for travel between the member's / trustee's / governor's home and the school, at the level of mileage rates published by HMRC, which may be updated annually and are on the HMRC website:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

The nature of the visit must be related to the work of the governing board, e.g. governors' meetings, training courses, etc.

Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt. The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

Childcare:

In cases where a member/ trustee / local governor does not have a spouse or family member to care for a child when they must attend meetings relating to the work of the governing board, expenses will be returned for the cost of childcare or a babysitter.

Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the member/ trustee / local governor must be absent due to their governing duties.

Specific needs:

Members / trustees / local governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.

The circumstances in which members / trustees / local governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc:

Claims for reimbursements can be made where a member / trustee / governor is unable to use PCLC's facilities for any of the above.

Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive and PCLC may decide to reimburse in other instances, however, this must be discussed by the Trust Board.

Making a claim

Claims must be made on an appropriate form, available from the PCLC Governance Manager.

Claims should be made within one month of when expenses were incurred and should be supported by receipts and records of journeys.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

All claims duly certified by the claimant are to be passed to the PCLC Governance Manager. The Governance Manager is responsible for:

- Verifying entitlement to claim (i.e. that it relates to approved duties and that the claimant did attend)
- That the claim seems reasonable.

- Forwarding the claim to the Finance Department for authorisation by the Senior Leadership Team.
- Maintaining a record of claims to enable the Trust Board to exercise budgetary control.

The Trust Board approved this policy on 7th October 2024. The Policy will be reviewed every three years.