



GOVERNORS' ALLOWANCES AND EXPENSES

July 2016-2019

Passmores Co-operative Learning Community

The Trust Board and Local Governing Bodies of each PCLC academy play a key role in the success of the PCLC. Individual directors and local governors should not be deterred from playing their full part because of incidental costs. The aim of this policy is to ensure that any director or local governor is not out of pocket where the PCLC has derived a benefit from such outlay.

The Trust Directors have agreed to pay reasonable expenses from the PCLC's delegated budget to support directors and local governors. Allowances will be paid in arrears, on a case by case basis and with the prior approval of the Trust Directors.

Subject to the conditions set out below, directors and local governors may claim for the following items:

Childcare or care for a dependent (actual cost incurred)

Claims will be limited to reimbursing the actual cost paid to a registered child minder, baby sitter or professional carer. This is in circumstances where a director or local governor does not have a spouse, partner or other responsible adult to care for a child/children or a dependant during a period of absence in which they are attending meetings of the Trust Board or Local Governing Body (LGB), or are otherwise representing the PCLC.

Car or motorcycle mileage allowance (at HM Revenue and Customs [HMRC] authorised mileage rate)

Mileage may be claimed where the distance between the director's or local governor's home and the PCLC academy, or other venue which they are required to attend on business related work of the PCLC (e.g. meetings, training courses, visits to other providers, etc.) exceeds three miles. Where necessary, the cost of parking to enable attendance of governor business away from the academy site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.

Where directors and/or local governors share transport, only the driver may claim mileage expenses.

Public transport costs (actual cost incurred)

The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel.

In cases where no public transport or personal vehicle is available, the cost of a taxi fare is not reclaimable, but mileage or equivalent bus fare may be claimed instead, subject to pre-authorisation of the Chair of Trust Board.

Governors with a special need

Where the PCLC academies, Trust Board or LGB does not provide facilities or equipment to enable a director or local governor to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a director or local governor with special needs.

Telephone charges, photocopying costs, postage and stationery

These may be reimbursed where the director or local governor is unable to use the facilities of the PCLC academies in the performance of any duty on behalf of the Trust Board or LGB. Directors and local governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Making a claim

Claims must be made on an appropriate form, available from the Clerk, with receipts where appropriate.

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.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, 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>

All claims duly certified by the claimant are to be passed to the Clerk to Governors. The Clerk 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 Directors approved this policy on 21st July 16. The Policy will be reviewed every three years.