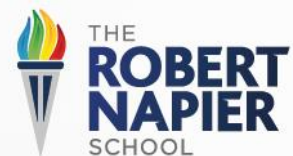




# GOVERNORS & TRUSTEES EXPENSES POLICY

October 2023

Next Review: Autumn 2026



## **Governors and Trustees Expenses Policy:**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards 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.

The Beyond Schools Trust board of Trustees believes that paying governors and Trustees 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.

From 1<sup>st</sup> September 2021, all Governors and Trustees of Beyond Schools Trust Schools will be entitled to claim the actual costs, which they incur, as follows:

1. Governors and Trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of a Beyond Schools Trust School or as a Trustee or representative of the Beyond Schools Trust Board and are agreed by the Beyond Schools Trust Finance Audit and Risk Committee that they are justified before any reimbursable costs are incurred.
2. Governors and Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the Beyond Schools Trust Board:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate currently of 45 pence per mile in accordance with current HMRC dispensation limits.
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.
3. The Beyond Schools Trust Board of Trustees acknowledges that:
  - Governors or Trustees may not be paid attendance allowance;
  - Governors or Trustees may not be reimbursed for loss of earnings.

Governors or Trustees wishing to make claims under these arrangements, once prior approval has been sought from the Trust board Finance Audit and Risk Committee should complete a claims form (obtainable from the Trust central Finance department), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trustees or Deputy Chair of Trustees in their absence to be presented to the Beyond Schools Trust Finance Audit and Risk Committee for final approval.

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

This policy will be reviewed by the Beyond Schools Trustees on a three-yearly basis.