



Governors,' Trustees' and Volunteers' Allowances

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
Registered Office situated in England and Wales

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GOVERNORS' TRUSTEES' AND VOLUNTEERS' ALLOWANCES POLICY

INTRODUCTION

All members of the Local Governing Bodies and Board of Trustees are entitled to claim for reimbursement of costs necessarily incurred by the discharge of their duties within the Fallibroome Trust. This policy sets out the terms on which such allowances will be paid.

In addition, in some circumstances, schools or the Trust may wish to pay allowances to volunteers in connection with their expenses.

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

PURPOSE

This policy aims to

- Avoid financial hardship caused by the discharge of trustees' or governors' duties in school governance.
- Encourage all governors and trustees to participate fully in the work of the governing body / board of trustees in support of the schools.
- Provide a professional framework within which governors and trustees discharge their duties effectively for the benefit of the children.

The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

CHANGES IN THIS VERSION

Governors' and Trustees allowances policy extended to include other volunteers, where the work has been pre agreed and a School or the Trust wishes to reimburse expenses

Space for bank account details added to claim form

GUIDELINES: GOVERNORS AND TRUSTEES

Members of the Local Governing Bodies and Board of Trustees may claim allowances to cover expenditure necessary to enable them to perform their duties by completing a governors' claim form (Appendix 1).

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

All expenses relating to Local Governing Body meetings and training will be met from individual school budgets. All Trustee claims will be met from the Trust budget. Claim forms should be submitted to the finance department of the relevant school or to the trust central team.

Allowances will only be paid on the provision of a receipt (with the exception of mileage) and will be limited to the amount shown on the receipt, where applicable. Claims will be scrutinised by the School Business Manager, Headteacher or Finance Director.

Claims for governors' or trustees' expenses will be deemed valid if they relate to:

- Attendance at meetings of the Local Governing Body or Board of Trustees.
- Governor or trustee training approved by the training budget manager.
- Activities necessary to the proper discharge of a trustee's or governor's duties.

It is proposed that the following expenses can be claimed:

1. Travel claims will be met based on the following:
 - a. Car allowance at 45p per mile, up to 150 miles, and 21p per mile thereafter (monthly).
 - b. Motorcycle allowance at 24p per mile
 - c. Bicycle allowance 20p per mile
 - d. Public transport, second class rail fair or bus fair
2. Reimbursement for subsistence will be met if additional expenses are incurred because work as a governor or trustee requires taking meals away from the school.
3. Support for governors or trustees with additional needs (actual cost incurred)

Where the school or trust does not provide facilities or equipment to enable a governor or trustee for example 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.
4. Support for governors or trustees whose first language is not English (actual cost incurred)

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor or trustee with additional needs.
5. Telephone calls, postage, stationary, etc (actual cost incurred)

GUIDELINES: OTHER VOLUNTEERS

In some circumstances, schools or the Trust may wish to reimburse volunteers for travel and subsistence costs incurred whilst working for the school or Trust on a voluntary basis, where this represents value for money. Such expenses must be approved in advance by a relevant budget holder. Claims will only be deemed valid if they are for work that has been pre-agreed with the relevant budget holder, and are within the following limits:

1. Travel claims will be met based on the following:
 - a. Car allowance at 45p per mile, up to 150 miles, and 21p per mile thereafter (monthly).
 - b. Motorcycle allowance at 24p per mile

- c. Bicycle allowance 20p per mile
 - d. Public transport, second class rail fair or bus fair
2. Reimbursement for subsistence will be met if additional expenses are incurred because work as a volunteer requires taking a meal away from the school or Trust.
 3. Support for volunteers with additional needs (actual cost incurred)

Where the school or trust does not provide facilities or equipment to enable a volunteer 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.

4. Support for volunteers whose first language is not English (actual cost incurred)

The translation of documents or provision of an interpreter may be met in circumstances similar to a volunteer with additional needs.

APPENDIX 1

GOVERNORS,' TRUSTEES OR VOLUNTEERS' CLAIM FORM

Name: _____ Address: _____

Claim period: _____

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

Signed: _____ Date: _____

Bank Details A/c Name _____

Sort Code _____ Bank Account Number _____

EXPENSE TYPE	£
Car allowance (45p per mile up to 150 miles, 21p per mile thereafter)	
Motorcycle allowance (24p per mile)	
Bicycle allowance (20p per mile)	
Subsistence	
Other (please specify)	
Total expenses claimed	

Authorised by:

School Business Manager / Headteacher/ Finance Director

Signed: _____ Date: _____

Actioned by:

Finance Manager / Administrator

Signed: _____ Date: _____