

THE BATH AND MENDIP PARTNERSHIP TRUST

Governors and Trustees Allowances Policy

Review Due:	September 2021
Last Review	September 2018
Applicable to:	All Trust Schools
Reviewed By:	SD

The Board of Trustees of the Bath and Mendip Partnership Trust have agreed this policy, therefore this policy applies to all schools within The Bath and Mendip Partnership Trust.

Contents

1. Policy Statement	2
2. Legislation and guidance.....	2
3. Overview	2
4. Monitoring arrangements.....	4
Appendix 1: Trustee/Governor claim form.....	5
Appendix 2: approved mileage rates	6

THE BATH AND MENDIP PARTNERSHIP TRUST

1. Policy Statement

The Bath and Mendip Partnership Trust Board of Trustees have decided to pay reasonable allowances from the school's delegated budget to cover any costs that Board members or Governors incur through carrying out their duties.

This policy sets out the terms on which such allowances 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 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

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

3. Overview

Members of the Board of Trustees or Local Governing Body may claim allowances 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 Board of Trustees or Local Governing Body may claim allowances by completing a claim form (see appendix 1) and submitting it to the local school they are a member or the Business Manager at The Bath and Mendip Partnership Trust, c/o Fosse Way School, Longfellow Rd, Radstock, BA3 3AL.

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

Members of the Board of Trustees or Local Governing Body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the Trust Board or the Chair of the LGB **before** they are incurred. The Chair of the Board or Chair of the Local Governing Body (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

THE BATH AND MENDIP PARTNERSHIP TRUST

4. Monitoring arrangements

This policy will be reviewed every three years by the Finance and Audit Committee. Any amendments will be presented at a meeting of the Board of Trustees.

THE BATH AND MENDIP PARTNERSHIP TRUST

Appendix 1: Trustee/Governor claim form

School name

Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for 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	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Chair of the Board or LGB along with any relevant receipts.

The form should be submitted within 3 months of the expenses being incurred.

THE BATH AND MENDIP PARTNERSHIP TRUST

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p