



# Director and Governor Expenses Policy

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## 1.0 INTRODUCTION

- 1.1 In accordance with the Academy Trust Handbook, directors and governors may claim for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as directors and governors within Stour Vale Academy Trust ('the Trust').
- 1.2 It is acknowledged that directors and governors give their time generously for the benefit of the Trust. However, they are not entitled to receive remuneration for their work as directors or governors and may not claim for actual or potential loss of income or be paid attendance allowances.
- 1.3 The Trust believes that paying director and governor expenses, in the specific categories as set out below, is important in ensuring equality of opportunity to serve as directors and governors for all members of the community and so is an appropriate use of Trust funds. It is left for individual directors and governors to decide for themselves whether or not to claim.
- 1.4 Any exceptions to this policy need to be justified to and approved by the Trust's Finance and Audit Committee before any reimbursable costs are incurred and reimbursements made.

## 2.0 ENTITLEMENTS

- 2.1 All directors and governors of the Trust will be entitled to claim the actual costs they incur for the following:
  - i. The cost of travel relating only to travel to meetings/training courses payable in accordance with Her Majesty's Customs and Revenue approved mileage rates. Please check their website for latest rates.
  - ii. For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances. (See section 3.2.)
  - iii. Subsistence, if additional expenses are incurred because work as a director or governor requires taking meals (i.e. breakfast, lunch or dinner – alcohol must not be purchased) away from the Trust. Reimbursement will be made for reasonable items bought on the day of the claim. iv. Telephone charges, photocopying, stationery, postage or other reasonable out of pocket expenses. Where practical, however, directors and governors are expected to make use of administrative facilities made available.
  - v. Childcare or babysitting allowances (excluding payments to a current/former spouse or partner) with prior approval of the Trust Finance and Audit Committee.

- vi. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) with prior approval of the Trust Finance and Audit Committee.
- vii. Costs incurred in performing director and governor duties either because they have special needs or because English is not their first language with prior approval of the Trust Finance and Audit Committee.
- viii. Any other justifiable expenses with prior approval of the Trust Finance and Audit Committee.

### 3.0 SUBMITTING CLAIMS

- 3.1 Directors and governors wishing to make claims under these arrangements, should complete a claim form (attached), attaching receipts where applicable, and return it to the Trust Business Manager (directors) or School Business Manager (governors). Claims should be submitted at least half termly. The Trust Business Manager or School Business Manager will submit for approval by the Chair of Directors or Chair of Governors.
- 3.2 In order to provide a clear audit trail, the Trust Business Manager or School Business Manager may contact the meeting convenor/training provider for confirmation of attendance at the meeting/training course. Directors and governors wishing to attend a training course that incurs a cost and is outside the training package already purchased by the Trust, should seek prior authorisation from the CEO or Headteacher respectively. Wherever possible, paid-for training courses and travel arrangements (except travel by own private vehicle) should be booked by the Trust finance team (directors) or school finance team (governors).

### 4.0 TRANSPARENCY

- 4.1 The total value of claims paid per year to directors and governors will be declared in a note to the Trust's Financial Statements at the end of each financial year.
- 4.2 Claims will be subject to independent audit and may be investigated by the Chair of Directors (or Vice Chair in respect of the Chair of Directors) if they appear excessive or inconsistent.

### 5.0 MONITORING, EVALUATION AND REVIEW

- 5.1 The Trust Finance and Audit Committee will review this every three years and assess its implementation and effectiveness.

## APPENDIX 1: Claims Form for Director and Governor Allowances

Name:	Date:
Address:	
Postcode:	Claim Period:

	£	P
Travel to meetings/training courses (include date and place of meetings):		
Travel/subsistence to national meetings or training events:		
Telephone charges:		
Postage:		
Stationery and photocopying:		
Childcare/babysitting expenses:		
Care arrangements for an elderly or dependent relative:		
Support for directors or governors with special needs:		
Support for directors or governors whose first language is not English:		
<b>TOTAL EXPENSES CLAIMED</b>		

I claim the total sum of £ ..... for director or governor expenses as detailed above. I have attached relevant receipts and proof of attendance (if applicable) to support my claim.

Signed: ..... DIRECTOR/GOVERNOR (delete as applicable)

Date: .....

Approved by: ..... CHAIR OF DIRECTORS/GOVERNORS (delete as applicable)

Date: .....