The Societas Trust

Directors and Governors Allowances Policy

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Reviewed and Agreed by	The Directors' Board
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For the purpose of this policy, the term 'governor' is substitutable with the terms 'director' and 'member'.

Statement of intent

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) states that School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the academy/Trust has benefitted from the individual attending in their duty.

The Trust believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of the annual budget.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2020) 'Governance handbook'

2. Roles and responsibilities

The CEO, chair of governors and headteacher will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the Trust/academy. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of governors/CEO in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the CEO/headteacher/chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the CEO/chair of governors has deemed the circumstances to be beneficial to the Trust/academy and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

3. Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the CEO/chair of governors:

Travel (no subsistence will be considered)

- Claims for expenses may be made for travel exceeding 10 miles between the governor's household and the Trust event/academy which will not exceed the annual level of mileage rates published by HMRC
- The nature of the visit must be specific to their role on the board, e.g. Trust meetings, governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the Trust/academy, where necessary, will be refunded only upon production of a valid, dated receipt.

Childcare

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to the actual cost paid to the registered childcare or babysitter.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

Specific needs

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a governor is unable to use the Trust/academy's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the Trust/academy may decide to reimburse in other instances; however, this must be agreed in advance by the CEO/chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

4. Procedure for claiming expenses

Governors should claim expenses on a termly in arrears basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the CEO/ABM. The CEO/chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the CEO/chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the CEO/chair of governors may refuse requests.

Claims can be made using the form in Appendix A.

5. Monitoring and review

This policy is reviewed **annually** by the governing board and the headteacher. The scheduled review date for this policy is **September 2024**.

Appendix A – Governors' Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.
Local Governors should return this form to their academy business manager. Directors to the CEO.

Section one

Name of governor		**Date**
Date of expenditure	**Details of expenditure**	**Claim**
Total claim		**£**

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of governor		**Date**
Signature of headteacher/CEO		**Date**
Reimbursed by (name)		**Date**

Section two

Duty of service	
Name	
Amount received (£)	
Signature	
Date	