



Mayville Primary School

Trustees Allowance and

Expenses Policy

Approved by: Audit and Resources Committee **Date:** 6 October 2021

Last reviewed on: October 2021

Next review due by: October 2022

1. SCOPE & APPLICABILITY

- 1.1 The school governance (Roles, Procedures and Allowances (England) Regulations 2015 applies to all Academies. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual trustees or associate members when carrying out their duties.
- 1.2 The Board of Trustees acknowledges that trustees cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.
- 1.3 Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, trustees would not be liable for tax.
- 1.4 The Board of Trustees of Mayville Primary School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as trustees to all members of the community.
- 1.5 This policy applies equally to all categories of trustees.

2. TYPES OF ALLOWABLE EXPENSES

- 2.1 Examples of where a claim may be made for incurred expenses include the following:
 - a. Child care or babysitting
 - Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.
 - Appropriate proof of payment should be submitted.
 - This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care

for his/her child(ren).

b. Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for childcare.

c. Telephone charges, photocopying, stationery, etc

- Where a trustee is unable to use the school's facilities for any of the above, a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

d. Travel and subsistence

- Only in the event that a Trustee is travelling outside of the London Borough of Waltham Forest on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £10.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt

e. Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

f. Other

- This list is not exhaustive and the Board of Trustees agrees to reimburse other justifiable expenses.

3. MAKING A CLAIM

- 3.1 To minimise administrative burden for the school, trustees should claim in arrears on a termly basis unless the amount to be claimed is substantial.
- 3.2 Claims should be submitted on the appropriate claim form (petty cash claim form for Trustees attached at end of policy) and should be authorised by either the Chair of Finance Committee or headteacher and submitted to the school office for payment.
- 3.3 All claims will be reimbursed by BACS payment.
- 3.4 Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Trustees may ask for further details.

4. REVIEW

- 4.1 The policy and amounts payable will be reviewed on an annual basis.



Urbis Academy Trust
Esse Optimus Qui Possum



Mayville Primary School

EXPENSES CLAIM FORM (for Trustees) PART 1

Name of Trustee:

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

Date	Details of Expenditure	Claim (£)
Total Claim		£

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that Payment has been received.

Signature (Trustee): Date:

Headteacher/ Date:
Chair of Finance Committee

Reimbursed by: Date:

FOR OFFICE USE ONLY

Cost Centre:

Ledger Code:



Urbis Academy Trust
Esse Optimus Qui Possum



Mayville Primary School

EXPENSES CLAIM FORM (for Trustees) PART 2

Part 2 only to be completed when payment is made to another person

Amount received £.....

Name (in block capitals)

Signature

Date