



**Houlton**  
CofE Academy Trust

Governance Expenses

Policy

(for all Members,

Trustees and Governors)

Communicating Love; Inspiring our  
Community to Flourish

2024

Written: December 2023

Review: December 2024

## **1. Policy statement**

The Governance of Houlton CofE Multi Academy Trust and its schools is an essential component in its successful operation. The ability of an individual Member, Trustee or Governor to claim legitimate expenses incurred during the exercise of their duties is fully in accordance with the relevant legislation and regulations and may assist with recruitment and retention. Accordingly, it is the Trust's policy to pay out of pocket expenses to those involved in Governance for attendance related to the approved duties set out in Section 2 below. However, it is open to any individual to choose whether or not to claim.

Attendance allowance and loss of earnings cannot be paid, and any reimbursements should be limited to the actual costs incurred. A list of eligible expenses are set out in Section 3 below, however, this is not an exhaustive list. Trustees can choose to approve other allowances to be paid under the terms of this policy.

Any claim for expenses must be processed correctly and records kept in accordance with Section 4 below. The normal financial accounting processes, including auditing, will apply to any payments under this policy as appropriate to any other expenditure made by the Trust. The Trust budget shall have an explicit provision for such expenses.

## **2. Approved Duties**

- Properly convened Member, Trustee or Governor meetings.
- Properly convened Committee meetings.
- Other duties designated by the Trust, e.g. attendance at appeal hearings, presenting to governing boards, official stakeholder engagement.
- Attendance at training courses provided by the Local Authority, the Diocesan Board of Education or any other relevant organisation.
- Scheduled inspection visits to the school.
- Casual visits to school(s) or Trust offices will not qualify as an approved duty.

- Visits that coincide with the attendance of pupils at the school will not qualify as an approved duty.

Attendance at the school by the Head Teacher and any other staff governor employed at Trust school(s) will not qualify as an approved duty unless an additional return journey has been made to attend.

### **3. Eligible Expenses**

- Childcare or babysitting expenses. This excludes payments to a current / former spouse or partner.
- Care arrangements for an elderly or dependent relative. This excludes payments to a current / former spouse or partner.
- Support for governors with special needs (e.g. audio equipment).
- Support for governors whose first language is not English (e.g. translations).
- Telephone charges, photocopying, stationery etc.
- Travel and subsistence. All payments are on the basis that the journey was undertaken and if governors share transport, only one claim can be made. Any allowances for travel and subsistence cannot exceed the rates specified by the Secretary of State in respect of elected members of local authorities.

### **4. Procedure**

- In normal circumstances, the claimant should seek prior agreement of the Finance, Audit and Risk Committee that the expenses are justified before any reimbursable costs are incurred to avoid any misunderstanding and to allow for budgetary controls.
- Unless substantial sums are involved, a single claim should be submitted in arrears at the end of each School half term.
- The same claim form as used by Trust Staff should be used; this is available from the Trust Office.
- Payments must be supported by provision of a receipt or mileage record.
- The claimant should complete and sign the form and pass it to the Trust Office for processing.

- The Trust Office shall verify the entitlement to the claim and that the Finance, Audit and Risk Committee had agreed to these expenses.
- The Trust Business Manager shall provide a summary of total expenses paid (each term) consistent with the relevant financial reporting requirements regarding expenditure.

## **5. Useful Links**

- The Education (Governors' Allowances) (England) Regulations 2003  
<http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>.
- DfES Guidance Paying Allowances for School Governors  
<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf> .
- National Governors Council - Good Practice Guide in Developing an Allowances Policy for Governing Bodies 2005  
<http://www.governornet.co.uk/linkAttachments/NGCallowancesguidance05.doc> .