



Lionheart Academies Trust
Governor Allowances & Expenses

2017-19

Date	Detail
2014	Created for Lionheart Academies Trust, based on Beauchamp College policy
22.3.17	Reviewed
Approved by	Chair of Board of Lionheart Academies Trust

**Throughout this policy all references to 'governors' also apply to
Trustees who are not employed by the LAT)**

Aims

The aim of this policy is to ensure that a governor, or non-governor who is co-opted on to a governing body committee, is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms Lionheart Academy Trust's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or baby sitting expenses.

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. This cost must be reasonable. Where a governors' primary school child attends a school within the LAT which has a before or after care place available at the necessary time, this will be used as the preferred option and the school will reimburse the cost of the child's attendance direct to the setting.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Telephone charges, photocopying costs and stationery

These may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence

For LGB governors, mileage may be claimed where the distance between the governors' home and the school exceeds 3 miles, and in relation to governing body meetings and governor training. Governors should aim to attend training as near to the school as possible when claiming travel expenses.

For Executive Board members and for governors doing support work for other schools in the trust and at a distance of more than 3 miles, travel expenses door to door may be claimed.

Car sharing is encouraged. Mileage allowance will be reimbursed at the rate in line with the Staff Expenses Policy. Such rates shall not exceed the Inland Revenue Authorised Mileage Rate.

The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. I

In cases where no public transport is available, the cost of a taxi fare will be reimbursed by prior arrangement up to the level of the actual fare paid, upon production of a valid receipt.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

LGB: claims should be made via the Chair of Governors and authorised by the Head of School. Costs to be claimed from the local school budget.

Executive Board: claims should be made via the Finance and Resources Director. Costs to be claimed from Lionheart Academies Trust.