



BORDESLEY MULTI ACADEMY TRUST

## **T1-22 TRUSTEES AND GOVERNORS ALLOWANCES POLICY**

Tier 1 – Bordesley MAT Central Policy  
Approved by the Trust on 29/06/2021

### **Document control**

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## **1. Bordesley Multi Academy Trust Mission Statement**

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

## **2. Aims**

The Trustees and Local Governing Body has decided to pay reasonable allowances from the Trust's and/or school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Governor on the grounds of cost.

## **3. Legislation and guidance**

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

## **4. Overview**

Trustees and members of the local governing bodies may claim allowances to cover expenditure necessary to enable them to perform their duties. However, it is always open to any individual to choose whether or not to claim, irrespective of this policy.

This does not include an attendance allowance, or payment to cover loss of earnings.

## **5. Approved Duties**

The following is a list of activities that BMAT has deemed an "Approved Duty" for the purpose of claiming expenses under this policy:

- Properly convened meetings of the Trust and Local Governing Board
- Other duties designated by the Trust or Local Governing Board, e.g. acting as a member of a panel convened for recruitment, disciplinary, pay or other approved reason
- Approved school visits
- Attendance at a meeting, training or conference approved by the Trust/Local Governing Board

They may claim allowances by completing a claim form (see appendix 1) and submitting it to The Clerk to the Trustees in the case of Trustee expenses and The Clerk to Governors in the case of local governor expenses.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

They may claim for:

- Travel and subsistence costs
- Miscellaneous expenses, including but limited to:
  - Childcare
  - Care for elderly or dependent relatives
  - Extra costs incurred because they have a special need or English as a second language
  - Telephone charges, photocopying, postage, stationery, etc.
  - Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Trustees or Chair of Governors before they are incurred.

The chair (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

## **6. Travel Expenses**

Consideration should be given to the mode of transport to ensure that the most cost effective means of travel is used. The costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Trustees and Governors are encouraged to coordinate travel arrangements where possible to minimise the costs to the Trust. If Trustees and Governors share transport, only the driver is eligible to claim for the journey. The following may be claimed:

- the approved mileage rates currently in force as set out on HMRC website
- the actual cost of standard rate public transport including bus and train fares (cheap rate fares should be used where they are available)
- the actual cost of car parking, toll road charges
- taxi fares (in exceptional circumstances i.e. no other transport options available and attendance essential).

Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable and practical to use public transport then Trustees and Governors will be expected to do so.

Under no circumstances will BMAT reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

Trustees and Governors who use their own vehicle for any journey on Trust business must ensure that their insurance covers them for this use. Any cost of business use cover is covered by the mileage allowance.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

## **7. Cost of Meals and Accommodation**

The cost of meals purchased by Trustees and Governors required to be at a location away from their home may be claimed. The cost of meals and accommodation will be paid when on a course or otherwise away overnight. These costs must be approved in advance and subject to the approved limits

Meals	Breakfast £10.00
	Lunch £15.00
	Dinner £20.00
Hotel accommodation	Up to £110.00 per night

The costs of hotel 'extras' such as DVDs, newspapers, beverages not complementing an evening meal and private telephone calls, will not be reimbursed. No alcoholic drinks will be reimbursed.

## **8. Publication of Expenses**

BMAT is obliged to publish details of all allowances and expenses paid to Trustees and Governors on its public website and in its annual accounts.

## **9. Monitoring arrangements**

This policy will be reviewed by the Trustees. Any amendments will be presented at a meeting of the full Trustee board.

## Appendix 1: Claim form

### Bordesley Multi Academy Trust Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to **The Clerk to the Trustees/Governors** along with any relevant receipts.

The form should be submitted within **2 Weeks** of the expenses being incurred.

## Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p