



# **The Coppice Primary School Trustees' Allowances & Expenses Policy**

Written by	Lindsay Wheeler
Approved by Trustees	September 2018
Date for Review	September 2019



## **POLICY STATEMENT ON TRUSTEES' ALLOWANCES AND EXPENSES**

### **Introduction:**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state '*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*'.

The aim of this policy is to ensure that a trustee is not financially disadvantaged where the school has derived a benefit from such outlay. The policy also reaffirms the Board of Trustees' commitment to ensuring equality of participation for all trustees. Trustees 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 babysitting expenses.**

Where a trustee does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that trustee attends meetings of the board, its committees or in otherwise representing the school or Board of Trustees; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.

- **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 trustee would have provided during the period of their absence.

- **Trustees with a special need**

Where the school or Board of Trustees does not provide facilities or equipment to enable a trustee 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.

- **Trustees whose first language is not English**

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

- **Telephone charges, photocopying costs and stationery**

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

- **Travel and subsistence**

Mileage may be claimed where the distance between the trustee's home and the venue which the trustee is required to attend on business related to the work of the Board of Trustees (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. 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. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 45p per mile. An allowance of 20p per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

### **Claiming**

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

Claims should be made to Mrs Lindsay Wheeler and authorised by Mrs Lisa Howfield.

**The Board of Trustees will review the policy annually.**

## **Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Trustee Allowances and Expenses Policy	Guidelines for expenses	To provide clarity	Trustees	Secure Network drive

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
√		

The Board of Trustees agreed this policy on.....