

# Members, Trustees and Local Governors Allowances Policy



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## 1. Policy statement (statement of purpose), legislation and guidance

This policy is designed to set out in what circumstances Members, Trustees and Local Governing Bodies (LGB) Governors are entitled to claim for expenses.

The Nene Valley Partnership (NVP) has the discretion to pay expenses from the Trust's and/or School's annual budget allocation to Members, Trustees and LGB Governors for certain expenses which they incur in carrying out their duties. The NVP Board believes that paying Member, Trustee and LGB Governor's expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Members, Trustees or LGB Governors for all members of the community, and so is an appropriate use of Trust funds. The specific items allowable reflect this objective. This policy has been developed with reference to:

- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (*Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England*) (by way of analogy);
- Academy Trust Handbook;
- The Department for Education Academy Trust Governance Guide;
- The NVP Articles of Association; and
- Trustee Expenses and Payments (CC11) issued by the Charity Commission.

The NVP Board acknowledges the role of Trustees and LGB Governors in setting the strategic direction and monitoring the performance of the NVP. Although the role is voluntary, the Board wishes to provide a facility for Trustees, LGB Governors and Members to be reimbursed for expenditure which they may incur in the course of their duties. This policy applies equally to all Trustees, LGB Governors and Members within the NVP and details which expenses are payable for attendance at 'Approved Duties'. NVP believes reimbursing these individuals for specific pre-approved expenditures incurred is an appropriate use of NVP funds. The specific items allowable reflect this objective. However, it is always open to any individual to choose whether or not to claim, irrespective of this policy

## 2. Approved Duties and Approvers for expense claims

2.1 Any claims can only be made if they have received the prior approval of:

<b>Claimant</b>	<b>Approver</b>
Trustees	Chair of Trustees
Chair of Trustees	Members
Members	Chief Executive Officer
LGB Governors	Chair of LGB
Chair of LGB	Chair of Trustees

2.2 When considering whether expenses are appropriate, the approver should consider the following:

- Is the claim being made in accordance with the Duties of the claimant?
- Who will receive the payment – will it be the individual or a person/business connected with the individual?
- What is the payment expected to cover?
- Is the payment clearly in the best interests of NVP?
- Is there a legal authority for the payment?
- What conditions must be met if the payment is to be made?
- How will any conflict of interest be managed?

If the above conditions are satisfied, then the claim will be made for an 'Approved Duty'. The consideration of 'Approved Duty' must be documented by the Approver.

2.3 Examples of 'Approved Duties' are:

- Properly convened meetings of the Trust Board, Members or LGBs (including any relevant Sub-committees);
- Duties designated by the Trust Board (such as acting as a member of a panel convened for recruitment, disciplinary or other approved reason)
- Attendance at a meeting or conference approved by the Board or LGB;
- Formal visits to NVP schools.

Casual visits to any of the NVP schools or the central NVP office by any Trustee, Member or LGB Governor will not qualify for payment under this policy.

### **3. Eligible expenses which can be claimed for Approved Duties**

3.1 The Trustees, Members and LGB Governors will be referred to as eligible claimants (EC) for the rest of this policy.

3.2 EC's will be able to claim expenses providing the expenses are for 'Approved Duties', and it has been agreed by the approver that they are justified before being incurred.

3.3 Before claiming under this policy, ECs are advised to contact the Governance Professional to explore if attendance could be facilitated virtually as an alternative to incurring expenses.

3.4 EC's could be able to claim for the following, on a case-by-case basis and with prior approval:

- Childcare or baby-sitting allowances (excluding payments to a current / former spouse or partner, family friend or relative) if supported by a business receipt;
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current / former spouse or partner) if supported by a business receipt;
- The extra costs they incur in performing their duties either because they have a disability, additional needs or because English is not their first language;
- The cost of travel relating only to travel to meetings / training courses at the current staff NVP rate;
- Travel and subsistence costs, payable at the current rates for NVP staff, if it is necessary to attend national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Telephone charges, photocopying, stationery, postage etc where this is necessary as an alternative to electronic access to resources and documentation.
- Any other justifiable allowances, for example the use of adaptive technology if an EC requires this to participate in meetings.

3.5 All claims must be made on the approved expense claim and must be supported by documentary evidence/valid business receipts. The approver should provide the document consideration detailed at 3.2 above.

3.6 All claims must be made within a month of the expense occurring, otherwise they will not be paid. Reimbursement will be made by BACS transfer.

3.7 In addition to the above, ECs may use after school wrap around care, free of charge, for children of the correct age, if the timing of approved duties matches the timings of the after school club. The Headteacher / Head of School at the relevant school must be informed of the intention to use this provision at least 10 working days in advance of the session.

## **4. Allowances and publication**

4.1 It is acknowledged that:

- EC's will not be paid an attendance allowance; and
- EC's will not be reimbursed for loss of earnings.

4.2 Claims will be subject to independent audit and may be investigated by NVP staff if claims look irregular or inappropriate.

4.3 Details of Trustee expenses are required to be disclosed in the annual financial statements.

4.4 Receipts must be provided for all expenses claimed and must be from established businesses.

4.5 Any queries relating to this policy must be emailed to the Chief Financial Officer at: [taylorw@wollaston-school.net](mailto:taylorw@wollaston-school.net)

# NENE VALLEY PARTNERSHIP

## BACS REQUEST FOR RE-IMBURSEMENT OF EXPENSES FOR MEMBERS, TRUSTEES AND LOCAL GOVERNORS

**PLEASE NOTE:**

- A BUSINESS RECEIPT MUST BE ATTACHED. NO PAYMENT WILL BE AUTHORISED FOR LOST RECEIPTS.
- THIS FORM SHOULD BE SUBMITTED WITHIN ONE MONTH OF THE EXPENSES BEING INCURRED.

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**TO BE COMPLETED BY ELIGIBLE CLAIMANT**

NAME: ..... CLAIM PERIOD (MONTH): .....

NVP MEMBER / NVP TRUSTEE / LOCAL GOVERNOR FOR ..... SCHOOL  
(Delete as applicable)

COST CENTRE: GOVERNOR EXPENSES

DESCRIPTION OF EXPENSE:.....

TOTAL COST: £.....

**I CAN CONFIRM THAT THIS EXPENSE WAS INCURRED ON BEHALF OF:**

..... SCHOOL / NENE VALLEY PARTNERSHIP (Delete as applicable)

**AND A BUSINESS RECEIPT IS ATTACHED**

SIGNED: ..... DATE: .....

**DETAILS FOR RE-IMBURSEMENT – CAN ONLY BE PAID INTO THE CLAIMANT’S BANK ACCOUNT**

BANK NAME: ..... ACCOUNT NO: ..... SORT CODE: .....

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**TO BE COMPLETED BY APPROVER**

..... SCHOOL / NENE VALLEY PARTNERSHIP (Delete as applicable)

**I AUTHORISE THE COST OF THIS EXPENSE TO BE PAID FROM THE GOVERNOR EXPENSES COST CENTRE BUDGET AND CONFIRM THAT THE EXPENSE HAS BEEN PRE-APPROVED.**

APPROVER NAME AND ROLE: .....

APPROVER SIGNATURE: .....DATE: .....