

Testwood School

Trustees' Expenses Policy



Key Responsibility area:	Chair of Trustees
Last Review:	Nov 2023
Next Review:	Nov 2025

Revision History

Version	Date	Amendments	Initials
V1.1	06/06/2018	Bullet point 4: remove the following text " <i>maximum of 20 miles</i> " remove the following text " <i>any one meeting, except training sessions run by Hampshire Governor Services</i> ".	AJ
V2.0	13/11/2020	References to 'Governor' amended to 'Trustee'	VF
V3.0	17/11/22	Location of Trustees Expense form added	JB
V3.1	10/11/22	Revision dates updated	JB

Principles

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 1999 which give Trustee Boards the discretion to pay allowances from the school budget to trustees for certain expenses which they incur in carrying out their duties. Testwood School Trustee Board believes that paying trustees' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Detail of allowances claimable:

- All trustees are entitled to claim the actual costs which they incur in attending meetings of the trustee board, its committees or Hampshire Governor Services training sessions as follows:
- Childcare or babysitting expenses (excluding payments to a current/former spouse or partner and other than done by a resident and responsible person at the home address).
- Care arrangements for an elderly or dependant relative (excluding payments to a current/former spouse or partner).
- The costs of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable at 45p per mile in connection with school business
- Trustees will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Trustee Board: The extra costs they incur in performing their duties either because they have special needs or because English is not their first language; travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source.
- The costs of stationery, photocopying, postage and telephone calls are not allowable.

Trustees can use the school photocopier for trustee business; further assistance with office services can be sought from the administration office, subject to the other demands of staff time.

- Trustees wishing to make claims under these arrangements should complete a claims form (downloadable from the trustee section of the Governor Hub), attaching receipts where possible, and return it to the school within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Trustees/Chair of Finance. Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent.
- A trustee cannot approve their own expenses.
- Claims should be submitted by 20th of the month. Claims will be made at the end of the month by bank transfer.