



# **Expenses policy for Directors and Governors**

**November 2020 – November 2023**

## **Directors' and Governors' Allowance Policy**

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Local Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties. Inspire Education Trust believes that paying both Directors and Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective. (Hence forth Governors cover both Directors and Governors).

**All Directors and Governors within Inspire Education Trust are entitled to claim the actual costs, which they incur as follows:**

1. Directors and Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Director or Governor or representative of the Academy, and are agreed by the Chair of the Board of Directors or Chair of LGB that they are justified before any reimbursable costs are incurred.
2. Directors and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board of Directors or the Local Governing Body depending on who is making the claim:
  - Childcare costs (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate consistent with HMRC allowances.
  - Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Board of Directors and Governing Body at each Academy acknowledges that:**

- Directors and Governors may not be paid attendance allowance;
- Directors and Governors may not be reimbursed for loss of earnings.

Directors and Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form (Appendix 1 - obtainable from the Central Finance team for Directors or School Office for LGB), attaching receipts, and return it to the appropriate office within two weeks of the date when the allowances were incurred.

All claims will be collated by the Central Finance team a summary of any claims submitted will be presented to the Finance & Audit Committee for ratification of approval and for their records.

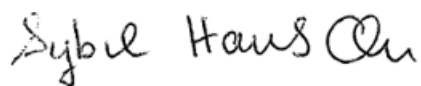
Upon scrutiny of the above summary of claims the Head of Finance may be refer and claims to Chair of Finance for investigation (and the Chair of the Board of Director's in the case of claims from the chair of Finance) if they appear excessive or inconsistent.

Date of approval:

Signature: Accounting Officer (Lois Whitehouse)

A handwritten signature in blue ink, appearing to read 'Lois Whitehouse', written in a cursive style.

Signature: Chair of Finance and Audit (Sybil Hanson)

A handwritten signature in black ink, appearing to read 'Sybil Hanson', written in a cursive style.

Renewal Date: Autumn term 2023

Insert Trust or school logo

Appendix 1

**CLAIM FORM**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed; \_\_\_\_\_ Date: \_\_\_\_\_

	£	p	p
Child care expenses			
Care arrangements for an elderly or dependent relative			
Support for Governors with special needs			
Support for Governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

- Central Finance Team for Directors [Finance@ietrust.org](mailto:Finance@ietrust.org)
- School Office Manager for Local Governing Bodies - email address will be as below:
  - Walsgrave: [Finance@walsgraveacademy.org](mailto:Finance@walsgraveacademy.org)
  - Clifford Bridge: [Finance@cliffordbridgeacademy.org](mailto:Finance@cliffordbridgeacademy.org)
  - Whittle Academy : [finance@whiteacademy.org](mailto:finance@whiteacademy.org)
  - Hearsall: [Finance@hearsallacademy.org](mailto:Finance@hearsallacademy.org)
  - Stockingford: [Finance@stockingfordacademy.org](mailto:Finance@stockingfordacademy.org)
  - Bluecoat : [Finance@bluecoatschool.com](mailto:Finance@bluecoatschool.com)