

The Minerva Learning Trust



POLICY STATEMENT ON TRUSTEES' AND GOVERNORS' EXPENSES

Minerva Learning Trust
Bridport Primary School
Burton Bradstock CE Primary School
St Mary's CE Primary School
The Sir John Colfox Academy

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Policy Written by

The Minerva Learning Trust

Ratified by
The Minerva Learning Trust Board

25 January 2017

Date for Review

January 2018

Signature of Chair

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Governance plays a key role in the success of the Trust. Trustees and Governors should not be deterred from playing their full part because of incidental costs. It is therefore proposed that the following expenses can be claimed.

1. Travel Claims for attendance at training events, meetings with external organisations

- i) Mileage allowance (at HM Revenue and Customs Authorised Mileage Rate currently 45p per mile)
- ii) Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 24p per mile)
- iii) Public Transport Costs (actual cost incurred)
- iv) Meals (reasonable and necessary costs incurred)

2. Exceptional Circumstances – childcare or care of dependent (actual cost incurred)

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during a period of absence, in which the governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer where attendance at the meeting is required.

3. Support for Governors with special needs (actual cost incurred)

Where the school or governing body does not provide facilities or equipment to enable a governor 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.

4. Support for Governors whose first language is not English (actual cost incurred)

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

5. Telephone Calls, copying, stationery etc (actual cost incurred)

School facilities should be used for necessary resources such as photocopying, telephone calls etc. Where this is not possible, arrangements should be made with the Finance Director.

The Trust Board will monitor, evaluate and review these payments periodically and at least when HM Revenue and Customs update their guidance.

Claims should normally be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the forms available from the finance office. Claims should be approved by the Chair of The Trust Board or of the Local Governing Body as appropriate.