



## Directors and Governors Allowances and Expenses Policy

Revised:	September 2019
Reviewed and ratified by Full Academy Trust	
Date:	__ / __ / ____
Signed:	
Name:	
Position	
Date of next review:	September 2020

## **INCLUSION AND SAFEGUARDING STATEMENT:**

Our trust is committed to safeguarding and promoting welfare of children and expects staff to share this commitment.

This policy statement has been developed in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to directors and governors for certain allowances which they incur in carrying out their duties. *The Board of Directors of the Synaptic Trust believes that paying directors and governor allowances, in specific categories as set out below, is important to 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.

From September 2013, all directors and governors of the Synaptic Trust will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances and/or expenses providing the allowances/expenses are incurred in carrying out their duties, as a Governor or representative of the Synaptic Trust, and are agreed by the Chair of the Directors or Governors, as appropriate, that they are justified before any reimbursable costs are incurred. In the case of the Chair any expenses or allowances will be agreed by the Executive Headteacher.

2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governors:

- Childcare or baby-sitting allowances (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 the rate stated by Her Majesty's Revenue and Customs (HMRC) Approved Mileage rates or standard public transport which does not exceed the specified rates by the Croydon Council Policy. The approved mileage rates are 45p per mile for cars and vans, 24p for motor cycles.
- Taxis are not included, except in exceptional circumstances, which must be agreed discussed and agreed by the chair beforehand.
- Travel and subsistence costs as agreed by chair beforehand;
- Any other justifiable allowances as agreed by the chair beforehand.

3. Payments of other allowances will only be made on provision of a receipt. The amount to be paid will be limited to the amount shown on the receipt.

5. The Directors of the Synaptic Trust acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form attaching receipts / tickets, and return it to the Head of School or the Business Manager within four weeks of the date when the allowances were incurred, where they will be submitted for approval by the Chair of Directors/Governors for final approval.

7. Claims will be subject to independent audit and may be investigated by the Finance governor if they appear excessive or inconsistent.

**Director and Governor Claims form for the Synaptic Trust**

<b>Name</b>	<b>Date</b>
<b>Address</b>	
<b>Post Code</b>	<b>Claim period</b>

I claim the total sum of £..... for director/governor expenses as detailed below. I have attached the relevant receipt to support my claim

	£	Date
Child care/Babysitting 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 Total miles claimed _____		
Travel/subsistence to national meetings or training events		
Total expenses claimed		

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

This form must be submitted to the Head of School of the appropriate academy or the Business Manager if the expenses arise from work relating to the Trust.

Office use only

Authorised by \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Payment date \_\_\_\_\_ Cheque number \_\_\_\_\_