



**JAMES COOK
LEARNING TRUST**

**PAYMENTS TO
TRUSTEES/GOVERNORS AND
TRUSTEES'/GOVERNORS'
ALLOWANCES
POLICY**

Policy Dated / Reviewed:

Adopted / Reviewed by Board Trustees:

Date of Next Review:

PAYMENTS TO GOVERNORS AND GOVERNORS' ALLOWANCES POLICY

Payments to Governors

In accordance with the Academies Financial Handbook it is illegal for **trustees/governors** to receive any remuneration in relation to their work as trustees of the Academy Trust, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of **trustee/governor** of the academy.

In addition, no **trustee/governor** may hold any interest in property belonging to the academy. Nor may a **trustee/governor** receive remuneration in respect of any contract to which the academy is a party.

However, nothing prevents the payment of **trustees/governors** for the usual professional charges for business undertaken by any **trustee/governor** who is a solicitor, accountant or other person engaged in a profession, or by any partner or connected person of his or hers, when instructed by the **board of trustees/governing body** to act in a professional capacity on behalf of the academy. This exception is only allowable if:

- at no time a majority of the **trustees/governors** are engaged in such a professional capacity: and
- The contract fully complies with the 'not for profit' requirements in relation to connected parties as outlined in the Academies Financial Handbook.
- **trustees/governors** withdraw from any meeting at which his or her remuneration, or that of his or her partner / relative, is under discussion.

Furthermore all **trustees/governors** must ensure that their Record of Business Interests is updated and maintained. The register should include all business interests such as trusteeships, share holdings or other appointments of influence within a business or organisation which may have dealings with the Academy Trust. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a **trustee/governor** or a member of staff by that person.

Governors' Allowances

James Cook Learning Trust Trust believes that paying **trustees'/governors'** expenses, in the 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 Academy funds.

Any exceptions to this policy need to be justified to and approved by **James Cook Learning Trust** Committee before any reimbursable costs are incurred and

reimbursements made.

Entitlements

All **trustees/governors** of the **James Cook Learning Trust** will be entitled to claim the actual costs they incur for the following:

The cost of travel relating only to travel to meetings/training courses payable in accordance with Her Majesty's Customs and Revenue approved mileage rates. These rates are currently :

a) 45 pence per mile for cars and vans^[L]_[SEP]

b) 24p per mile for motorcycles^[L]_[SEP]

c) 5p per passenger per mile for carrying fellow governors in a car/van on journeys which are related to meetings / training courses. These rates are in line with the specific rates for Academy staff.

For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances.

Subsistence, if additional expenses are incurred because work as a **trustee/governor** requires taking meals (i.e. breakfast, lunch or dinner) away from the Academy. Reimbursement will be made for reasonable items bought on the day of the claim.

Telephone charges, photocopying, stationery, postage or other reasonable out of pocket expenses. Where practical however **trustees/governors** are expected to make use of administrative facilities made available.

Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner) with prior approval of the **(James Cook Learning Trust)** committee.

Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) with prior approval of the **James Cook Learning Trust** committee.

Costs incurred in performing **trustee/governor** duties either because they have a disability or additional needs or because English is not their first language, with prior approval of the **James Cook Learning Trust** committee.

Any other justifiable expenses with prior approval of the **James Cook Learning Trust** committee.

Submitting Claims

Trustees/governors wishing to make claims under these arrangements, should complete a claims form (see Appendix 1), attaching receipts where applicable, and return it to the Clerk. Claims should be submitted at least half termly. The Clerk will submit for approval by the **Chair of The Board of Trustees/ Governing Body** or Chair of **James Cook Learning Trust** committee.

Transparency

The total value of claims paid per year to **trustees/governors** will be declared in a note to the Academy Financial Statements at the end of each financial year.

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Monitoring, Evaluation and Review

The Board of Trustees/Governing Body will review this policy every two years and assess its implementation and effectiveness.

Appendix 1 **Trustees'/Governors'** Allowances Claim Form

Name:	Name of School/Academy:
Address	Date:
Post Code	Claim Period:

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

Signed.....

Reason	Amount
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with a disability or additional 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)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the Clerk to the **Board of Trustees/Governing Body** at least half termly. Claims which are older than two months will not be reclaimable.