



Inspire Partnership Multi Academy Trust

Members, Trustees and Local Governors Expenses and Payments Policy

Trust Board Approval Date	1 st December 2020
Implementation Date	2 nd December 2020
Planned Review Date	1 st September 2021
Personnel Responsible	CFO

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the Academy's annual budget allocation to Members, Trustees and Local Governors for certain allowances which they incur in carrying out their duties. Inspire Partnership Multi-Academy Trust believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Members, Trustees and Governors for all members of the community and so is an appropriate use of Academy and trust funds. The specific items allowable reflect this objective.

All Members, Trustees and Local Governors of Inspire Partnership Multi-Academy Trust and its Academy's will be entitled to claim the actual costs, which they incur as follows:

1. Members, Trustees and Local Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Inspire Partnership Multi-Academy Trust Academy, and are agreed by the Resource & Audit Committee that they are justified before any reimbursable costs are incurred.
2. Members, Trustees and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board:
 - 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 a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
 - 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 LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.



The Inspire Partnership Multi-Academy Trust acknowledges that:

- Members, Trustees and Local Governors may not be paid attendance allowance;
- Members, Trustees and Local Governors may not be reimbursed for loss of earnings.

Members, Trustees and Governors wishing to make claims under these arrangements, **once prior approval has been sought from the Board**, should complete a claims form (obtainable from the Academy Office or from the Central Team), attaching receipts where possible, and return it to the Academy or Trust within two weeks of the date when the allowances were incurred. The claims form will be submitted for approval to the Chair of the Board or Chief Executive Officer or The Chair of Resource & Audit Committee, if the expenses are for the Chair of the Board.

Claims will be subject to independent audit and may be investigated by the Chair of the Board (or Chair of Resource & Audit Committee in respect of the Chair of Board, Trustees and Governors) if they appear excessive or inconsistent.

This Policy will be reviewed by the Resource & Audit Committee on a 3-yearly cycle and must be signed by the Chair of Board and Chief Executive Officer.

Chief Executive Officer:		Date:	2.12.20
Chair of the Board:		Date:	2.12.20

MEMBERS, TRUSTEES & LOCAL GOVERNORS REIMBURSEMENT CLAIM FORM

DESCRIPTION	NET AMOUNT	VAT	GROSS AMOUNT

Person Making the Claim (Claimant)

Name :	
School :	
Signed :	
Date :	

Person Authorising the Claim (Authoriser)

Name :	
School :	
Signed :	
Date :	

Expenditure Cost Centre	
Code	

NOTE

1. All individual claims to be submitted on this form
2. Authorised claims will be processed and paid on the next BACS run.
3. Make sure you obtain a VAT receipt if you have bought items that are taxed.
Not all items are VATABLE. Obtain a VAT receipt where possible

