



THE
NEW GUILD
TRUST

Governors Expenses
Payment Scheme

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	December 2022
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K. Peters</i>
Policy Review Period	12 months
Date of Policy Review	December 2023

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	Dec 2022	New Statutory Policy	

The New Guild Trust recognises the important work that Governors do and acknowledges that individual Governors should not be out of pocket due to expenses that they necessarily incur in carrying out their role, i.e. attending training courses, conferences, etc.

1. Governors would be allowed to claim for mileage and parking expenses.
2. The Local Authority rate for mileage claims would be used to calculate the amounts for travelling expenses where Governors' private cars were used. (Travel expense claims cannot exceed the Inland Revenue Authorised Mileage Rates.)
3. Payment for any other expenses incurred will only be paid on provision of a receipt and only the amount shown on the receipt will be paid.
4. All Governors including Associate members are entitled to claim expenses.
5. All claims must be made on the appropriate Governor Expenses Claim form. Forms are available from the School Business Manager.
6. Claims for other expenses will be considered by the Local Community Finance and Resources Committee on an individual basis. A Governor whose claim is being discussed must withdraw from the meeting whilst the matter is decided.
7. Governors cannot claim attendance allowances for attending meetings or claim loss of earnings.
8. The School Business Manager will refer any unusual or apparently inappropriate claims to the Local Community Governing Board who will manage the scheme.
9. Allowances will be paid from the individual school's budget.
10. The scheme will be subject to annual audit.
11. The Governor Expenses Payment Scheme will be reviewed annually or as required by changes in legislation or policy.

Governor Expenses Claim Form

Name..... Date.....

Travelling Expenses

Transport Used (select) own Car / Bus / Train / Other (specify)

Date	Reason for Journey	From	To	Miles (own car used)	Fares	
					£	p
Totals						

Other Expenses

Date	Details of Expenses Incurred	Amount	
		£	p
Total			

These expenses were necessarily incurred by me in carrying out my duties as a Governor of the school.

Signed

Office use	
Travelling Expenses	£
Other Expenses	£
	Total £
Charged to	

Expenses Received £

Signed

Attach Receipts Here



Date

--