



LANESEND PRIMARY SCHOOL
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Lanesend Primary School

Trustees and Members Allowance Policy Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Trustees)

Review Date: March 2020 (Yearly)
Reviewed By: Money Group / Full Governing Body

Lanesend Primary Trustees and Members Allowance Policy

It is recognised that being a Trustee is not always cost free and that on occasions expenditure will be incurred. This policy statement has been developed in accordance with the Education (Trustees' Allowances) Regulations 2003. These regulations give the Board of Trustees the discretion to pay allowances from the school's annual budget allocation to Trustees for certain allowances which they may incur in carrying out their duties. Lanesend Primary School Board of Trustees, believes that paying Trustees' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All Trustees will be able to claim allowances providing they are reasonably incurred in carrying out their duties as a Trustee of Lanesend Primary School. They will be funded from the school budget at a level approved by the Board of Trustees before any reimbursable costs are incurred.

Trustees will be able to claim for the following:

- The cost of travel relating only to travel to meetings / training courses not held at the school. This rate is currently set at 45 pence per mile up to 10,000 miles and 25p thereafter and is linked to the Local Authority rate as approved by HMRC.
 - Claims for mileage should be made from home/work/school, whichever is the shortest.
 - Where claims for fuel are made a VAT receipt must also be provided.
 - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail or economy ferry travel. Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required and must contain a VAT number.
- Extra costs incurred in performing duties either because the Trustee has additional needs or because English is not their first language.
- Child care or babysitting
 - Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Trustee is attending meetings of the Governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted i.e. a stamped receipt. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- Care arrangements for an elderly or dependent relative
 - Costs may be claimed for situations similar to those for child care.

- Telephone charges, photocopying, ink, stationery, etc
 - We encourage our Trustees to use our photocopier and printer to reduce their stationary costs. Where this is not possible a claim for reimbursement may be made. Receipts must be kept where appropriate and clearly show a VAT number; in all other cases a detailed written record should be made and submitted. Trustees are not recommended to print all papers and should view them electronically wherever possible. These facilities can be made available within school.

- Other
 - Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, can only be claimed by prior approval and with a valid receipt.

The Board of Trustees at Lanesend Primary School acknowledges that:

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

Trustees wishing to make a claim under this policy, once prior approval has been sought, should complete a claims form (obtainable from the Headteacher/School Office), attaching receipts with a VAT number shown and return it to the School Office within two weeks of the date when the allowances were incurred.

They will then be submitted for approval to the Chair of Trustees for approval. All approved allowances will be presented at the subsequent meeting of the FGB for validation and monitoring.

Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent. Fraudulent claims may lead to removal from the Board of Trustees.

The Head Teacher will recommend to the Board of Trustees (via the budget setting) the total amount to be allocated each year to payment of the Trustees' allowances and will monitor usage and compliance throughout the year. The Business Manager will produce an ongoing monitoring report to the Board of Trustees each half term and at the end of the financial year, detailing the total spent on this category.

Providing that only actual expenditure is reimbursed and the expenses are reasonable, Trustees will not be liable for tax.

Trustees' Allowance Claims Form

NAME:	DATE:
ADDRESS:	CLAIM DESCRIPTION:
POST CODE:	CLAIM DATE:

I claim the sum of £ for Trustee expenses as detailed below. I have attached relevant receipts to support my claim.

Signed:

TYPE OF CLAIM		AMOUNT
Mileage @ _____ 45p / mile		
Travel to meeting/training course		
Support for additional needs		
Support for case where English is not first language		
Other – please state		
TOTAL ALLOWANCE CLAIMED		£
Comments/details:		

Approved by:

Position:

Date:

Date claim paid: