



Policy

Governors' Expenses

Published: December 2017

To be reviewed: 2020-2021





Our Mission

The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Our mission is the provision, development and future safeguarding of a World Class Catholic Education where every child, member of staff and family matters

The schools, their governors and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity and forgiveness are at the heart of everything we do.

This policy was adopted by the Trust Board

Signature:

Mrs C Hyde
Chair of Trust Board

Date:

6.12.17

THE BISHOP WHEELER CATHOLIC ACADEMY TRUST

GOVERNORS' EXPENSES POLICY

Policy Statement

Governors give their time generously for the benefit of the Trust and each individual Academy within it. This policy recognises the importance of ensuring that every governor has full access to attend meetings, training sessions and any other meetings undertaken in the course of their voluntary duties. The Bishop Wheeler Catholic Academy Trust believes that Governors should be able to claim reimbursement for associated costs without embarrassment, and decide for themselves whether or not they wish to claim. The Trust's governors' travel expense claim form is attached to this policy.

Payment can only be made for expenditure necessarily incurred to enable the person to perform any governance duty.

What Governors can claim for:

Mileage - car and motorcycle

The authorised reimbursement rate per mile is 0.45p. This is the non-taxable rate approved by HMRC. VAT fuel receipts must be attached to each claim.

Rail

Standard return rail fares should always be considered as an alternative to driving, especially for longer journeys, to ensure best value. Please retain tickets as evidence of receipt.

Bus

Bus fares will be fully reimbursed. Please retain ticket as evidence of receipt.

Taxi

Taxis should only be used as a last resort, when no other public transport options are available or practical. Please retain a receipt.

Parking

Please ensure that a receipt is retained.

Subsistence

Governors are eligible to claim subsistence expenses when they are required to attend meetings, where meals are not provided.

Lunch

In most cases it is assumed lunch would be provided, however should the period of business include an overnight stay and lunch is not provided, up to £7.50 maximum can be claimed.

Dinner

£15.00 maximum.

Accommodation

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801

Registered Office: St. Mary's Catholic High School, Bradford Road, Menston, LS29 6AE

Telephone Number: 01943 883000

Overnight accommodation must be booked through the Academy's finance office. It is assumed that the cost of breakfast will be included. Accommodation should be booked in advance wherever possible, taking advantage of reduced cost websites.

Allowances:

Outside London: up to a maximum of £75 per person per night, including VAT and breakfast

London: up to a maximum of £150 per person per night including VAT and breakfast

The Chair of Academy Council or Headteacher may apply discretion should accommodation costs be unavoidably more expensive.

Childcare

Upon production of a receipt or signed document to evidence expenditure, up to a maximum of £20 per day may be claimed.

Administrative Expenses

For example postage, photocopying or any other reasonable resources required. Till receipts to be retained.

NB: this list is not exhaustive and the board may decide to reimburse in other instances; however this will be discussed by the board prior to any repayment of expenses.

Exclusions

Governors are unable to claim attendance allowances or for loss of earning.

Alcohol is not reimbursable.

Fines and penalties are the sole responsibility of the governor.

Submission of Claims

1. All relevant VAT receipts, including fuel receipts, must be attached to the claim form.
2. Reimbursement will be made by bank transfer.
3. Claim forms must be authorised by the Headteacher or Chair of the Academy Council



The 10 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy
St. Joseph's Catholic Primary School Otley, a Voluntary Academy
Ss Peter and Paul Catholic Primary School, a Voluntary Academy
Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy
St Mary's Horsforth Catholic Voluntary Academy
St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy
St Joseph's Catholic Primary School Harrogate, a Voluntary Academy
St Mary's Catholic Primary School Knaresborough, a Voluntary Academy
St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy
Holy Name Catholic Voluntary Academy



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A Catholic Voluntary Academy
Bradford Road
Menston
LS29 6AE

Website: bishopwheelercatholicacademytrust.org
Tel: 01943 883000
Email: a.tindall@stmarysmenston.org

Chair of the
Trust board: Mrs C Hyde

Vice Chair of the
Trust Board: Mrs D Gaskin