Trustee and Governor Allowances Policy

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1. Aims

The Trust Board has decided to pay reasonable allowances from the delegated budget to cover any costs that Trustees or Governors incur through carrying out their duties.

This policy:

- Sets out the terms on which such allowances will be paid
- Aims to ensure a fair and consistent approach to the payment of trustee and governors' allowances and the reimbursement of expenses incurred

By adopting this policy, we will ensure that no member of the community is prevented from becoming a trustee or governor on the grounds of cost.

All expenses claims submitted by local governors must be met from the schools' delegated budget.

All expenses claims submitted by trustees must be met from the trust's central budget.

2. Legislation and guidance

As an academy trust, we are mindful about the government's guidance on trustee expenses: what charities can pay as well as the requirements set out in the governance guide for academy trusts and the academy trust handbook.

This policy complies with our funding agreement and articles of association.

3. Eligible expenses

Members of the Trust Board or LGB may claim allowances to cover expenditure necessary to enable them to perform their duties.

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Trustees and Governors are entitled to claim the actual costs for the following on a case-by-case basis.

Members of the governing board may claim reasonable costs for:

Childcare or babysitting while the trustee/governor is attending meetings of the trust/governing body, one of its committees, or other agreed activities such as training events. This excludes situations where

the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).

Care arrangements for an elderly or dependent relative. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her elderly or dependent relative.

- **Extra costs reasonably incurred** because they:
  - Have a medical need or a disability (and may need, for example, a signer or braille documentation). Note: wherever possible, governors/trustees should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible
  - Speak English as an additional language (and may need, for example, an interpreter or translated documentation)
- **Travel and subsistence costs:**
  - Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities Mileage may be claimed for distances exceeding one mile each way. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2)
  - Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
  - Car parking or bike storage, for charges that otherwise would not have been incurred
  - Meal/subsistence for meals that would not otherwise have been purchased, up to a maximum of £10.00 per lunch meal, or £20.00 per evening meal. Claims for alcohol will not be accepted.
- **Clerical expenses**, such as photocopying or stationery, where governors/trustees are unable to use the school/trust facilities

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by the Chair of the Trust Board in line with the above values **before** they are incurred. A Trustee or Governor cannot approve their own claim.

4. Ineligible expenses

Trustees and Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:
  - Any loss of earnings
  - Travel or accommodation costs for spouses, partners or family members
  - Excessive costs – for example, on travel
  - Telephone or other communication costs for business unrelated to carrying out their duties
  - Costs of training or of training materials that are unrelated to their duties (including those relating to the Trustee/Governor's professional or academic interests)

5. Procedure for claiming expenses

Members of the Trust Board or LGB may claim allowances by completing a claim form (see appendix 1) and submitting it to the Chair of the Trust Board and CFOO, who will approve the claim.

Trustees/Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Clerk to the Trust Board. Receipts must be attached where available and claims must be made within a half term of the expense being incurred. The chair of the Trust Board and CFOO will approve claims and claims forms should be addressed to them.

Please note that our auditors require that every expense claim is fully supported with tickets and receipts.

Claims will be investigated by the Auditors if they appear excessive or inconsistent. Action may be taken against any Trustee or Governor who submits misleading claims.

If a claim is found to be excessive, unreasonable or false, the governor or trustee may be required to pay back such expenses.

6. Monitoring arrangements

This policy will be monitored and reviewed annually by the Trust Board. Any amendments will be presented at a meeting of full Trust Board.

Appendix 1: Trustee/Governor claim form

[School name]

Trustee/Governors claim form

Name:

Address:

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: _____ Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the CFOO, for approval with the Chair of Trust Board, along with any relevant receipts.

The form should be submitted within half a term of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.