

# Trustee/Governor Allowance Policy

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<b>Prepared by</b>	Trust
<b>Approved by</b>	Finance, Audit and Risk
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## Version Control

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## 1. Aims

The trust/governing body has decided to pay reasonable allowances from the academy's delegated budget to cover any costs that trustees/governor incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid

By the 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

## 2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

## 3. Overview

Members of the Trust Board and LGB may claim allowances to cover expenditure necessary to enable them to perform their duties. This does not include an attendance allowance, or payment to cover loss of earnings

Trustees and governors may claim allowances by completing the form (see appendix 1) and submitting to: -

- Trustees – submit to central team
- Governors – submit to school business manager

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt

Trustees and governors may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery etc
- Other justifiable allowances



Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Trust Board/ Governing Body before they are incurred

The chair of trust/chair of governors (or the vice chair where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2)

## **4. Monitoring arrangements**

This policy will be reviewed annual by the Trust Board/LGB.



## Appendix 1: Claim Form

Claim Form	
Trust Board	
Name of Trustee/Governor	
School 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
<b>Expenses Type</b>	<b>£</b>
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	
<p>This form should be submitted to: -</p> <p>Trustee – central team</p> <p>Governor – School Business Manager</p> <p>The form should be submitted within 2 weeks of the expenses being incurred</p>	



## Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

