

# Trustee/Governor Allowance Policy

Date	Sept 2016
Prepared by	Trust
Approved by	Finance, Audit and Risk
Review Date	Sept 2024 or earlier if there are changes to the relevant legislation
Version	V7
Changes	None





# **Version Control**

Version	Revision Date	Revised By	Section Revised	
V6	Sept 2022	No Revisions	None	
V7	Sept 2023	No Revisions	s None	





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## 1. Aims

The trust/governing body has decided to pay reasonable allowances from the academy's delegated budget to over 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 prevent 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





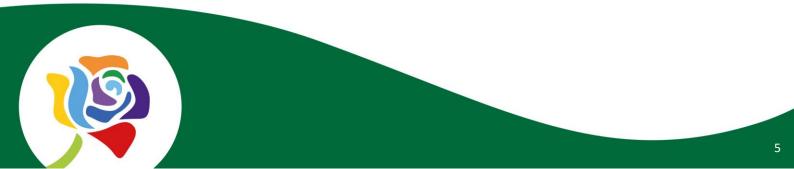
Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Trust Board/ Governing Body before they are incurred

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			
	-			
Expenses Type	£			
Childcare				
Childcare Care arrangements for dependent relatives				
Care arrangements for dependent relatives Support for a special need or English as				
Care arrangements for dependent relatives Support for a special need or English as second language				
Care arrangements for dependent relatives Support for a special need or English as second language Travel or subsistence Telephone charges, photocopying, postage				
Care arrangements for dependent relatives Support for a special need or English as second language Travel or subsistence Telephone charges, photocopying, postage or stationery				
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)				
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>				
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> This form should be submitted to: -				
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> This form should be submitted to: - Trustee – central team				





#### **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

