



Trustee/Governors' allowances policy

Policy date: October 2022

Review date: October 2023

Introduction

Growth Academy Trust has decided to pay reasonable allowances to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

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

Legislation and guidance

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

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

Overview

Members of the Trust/ governing board(s) and committees 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.

Members of the Trust/governing board may claim allowances by completing a claim form (see appendix 1) and or submitting it to the clerk or by handing in receipts for relevant allowable expenses to the Trust.

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

Members of the governing board may claim for:

- **Childcare**

Where a Trustee/Governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that trustee/ governor attends meetings of the Trust/governing body, its committees or otherwise representing the school or Trust/ governing body. Claims are limited to the actual cost of reimbursing a registered child minder or baby sitter.

- **Care for elderly or dependent relatives**

Where a Trustee/ Governor does not have a spouse, partner or other responsible adult to care for an elderly or dependant relative during a period of absence in which that governor attends meetings of the governing body, its committees or otherwise representing the school or governing body. Claims are limited to the actual cost of reimbursing the actual cost of care.

- **Extra costs incurred because they have a special need or English as a second language**

Where the school, Trustee or Governing body does not provide facilities or equipment to enable a trustee/governor, for example, to communicate or otherwise take part in the activity in question. Claims are limited to the actual cost of reimbursing for: provision of a signer, audio tapes, Braille documentation, travelling/subsistence for the supporting person.

- **Travel and subsistence costs**

Mileage expenses may be claimed by trustee/ governors on travelling and are limited to those recommended by HMRC, rates are available on their website. The use of public transport is encouraged by the MAT and fares reimbursement are limited to actual expenditure. Where no public transport is available the cost of a taxi fare will be considered, limited to the actual cost of fare and production of a valid receipt.

- **Telephone charges, photocopying, postage, stationery, etc.**

May be reimbursed where the trustee/ governor is unable to use the facilities of the school in the performance of any duty on behalf of the Trust/ governing body. Trustee/Governors must keep written records or obtain receipts relating to expenditure. Claims will be limited to actual costs.

- **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/ governing body or chair person **before** they are incurred.

4. Monitoring arrangements

The chair of Trustees/ 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.

This policy will be reviewed annually by The Trust's Personnel, Finance and Premises committee. Any amendments will be presented at a meeting of the Trustees board.

Growth Academy Trust

Member/Governor 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 Clerk of governors at Stanton Bridge Primary school, Coventry, CV6 5TY along with any relevant receipts.