



# **TRUSTEES AND GOVERNORS' ALLOWANCES POLICY**

Presented to:

Trustees Resource Committee  
4 December 2024

Date approved: <sup>1</sup>	5 October 2017
Date reviewed: <sup>2</sup>	4 December 2024
Date of next review: <sup>3</sup>	Autumn 2027

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus three years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
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# TRUSTEES AND GOVERNORS' ALLOWANCES POLICY

## 1.0 Introduction

- 1.1 *"It should be acknowledged that being a Trustee / Governor is not a cost free activity. Payment of allowances for expenses which have been incurred and are verifiable is not a reward!"*
- 1.2 This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Trust Boards and Governing Bodies the discretion to pay allowances from the MAT / school's annual budget allocation to Trustees / Governors for certain allowances which they incur in carrying out their duties. The MAT believes that paying Trustees / Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees / Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.
- 1.3 However, it should be understood that Trustees / Governors cannot be paid attendance allowances or for any loss of earnings.
- 1.4 Therefore this policy is to ensure that any Trustee / Governor (or non-Governor who is co-opted on to a Trust Board / Governing Body committee), is not financially disadvantaged, or out of pocket. It also supports the Trustees / Governing Body's commitment to ensuring equality of participation for all Trustees / Governors.
- 1.5 Note - Payments of expenses, where these have been, or are already met by the Local Authority or other body are excluded from this policy.

## 2.0 Authorisation

All Trustees / Governors will identify to the Chair of Trustees / Governors, in advance of incurring any expenditure, the categories and approximate costs that the MAT / school will need to reimburse in order that the Trust Board / Governing Body has the opportunity to look for any alternative solutions which do not disadvantage any individual Trustee / Governor.

## 3.0 Valid Claim Categories

Reasonable claims may be submitted to the MAT / school's Finance Manager, via the Chair of Trustees / Governors for the following allowances and expenses, necessarily incurred as part of the role of a Trustee / Governor:

### 3.1 Child care or baby sitting expenses

- 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, required to fulfil Trustee / Governor related duties, or in otherwise representing the MAT / school or Trust Board / Governing Body; claims will be limited to reimbursing the actual receipted cost paid to a registered child minder or the cost of a baby sitter.

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### 3.2 Care arrangements for an elderly or dependent relative

- Costs may be refunded in similar circumstances to child care. Claims will be limited to reimbursing the actual receipted amount paid to a person providing the care that the Trustee / Governor would have provided during the period of their absence.

### 3.3 Trustees / Governors with a special need

- Where the MAT / school 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 will be limited to reimbursing the cost of provision of a signer, audiotapes, braille documentation (and similar), or travelling and subsistence for a person providing appropriate support, as the case may be.

### 3.4 Trustees / Governors whose first language is not English

- The translation of documents or provision of an interpreter may be met in circumstances similar to a Trustee / Governor with special needs.

### 3.5 Telephone charges, photocopying costs and stationery

- In exceptional circumstances reasonable costs will be reimbursed where a Trustee / Governor is unable to use the facilities of the school in the performance of any duty on behalf of the MAT / Governing Body. Trustees / Governors must keep a written record or obtain a receipt, relating to expenditure so incurred.

### 3.6 Travel and subsistence

- The use of public transport is encouraged, where available and fares will be reimbursed on the basis of receipted expenditure, up to the level of standard class rail travel.
- In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.
- Mileage may be claimed where the distance between the Trustees / Governors' home and the school or other venue which Trustees / Governors are required to attend on business related to the work of the MAT / Governing Body (eg meetings, training courses, visits to other providers, etc) exceeds 3 miles. In addition reasonable parking fees, incurred for attendance of business away from the school site will be reimbursed upon production of a valid receipt.
- Mileage allowance will be reimbursed at the current rate as detailed in the Travel and Staff Expense Policy.
- An allowance of 10p per mile may be claimed for use of a pedal cycle.

## 4. **Submission of Claims**

4.1 To reduce administration, unless significant sums are involved, Trustees / Governors are requested to claim monthly in arrears and prior to the end of the financial year in question.

4.2 Claims should be made to MAT / school's Finance Manager, and authorised by the Chair of Trustees / Governors.

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## 5.0 Review

The Trust Board will review this policy in line with the procedure for policy review

### **Date for review:**

If no other reason for review (see policy review procedure) this policy will be reviewed in three years.

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## TRUSTEES / GOVERNORS' ALLOWANCES CLAIM FORM

Name:	Date:
Address:	Claim Period:
Postcode	
I claim the total sum of £..... for Trustee / Governor allowances as detailed below. I have attached relevant receipts to support my claim.	
Signed	

Category	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for Trustees / Governors with special needs			
Support for Trustees / Governors whose first language is English			
Travel to meetings/training courses <i>(School Travel and Expense Claim Form will be required)</i>			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

**This form should be submitted to: Chair of Trustees for MAT expenditure and Chair of Local Governing Committee for school expenditure**

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