



TRUST IN LEARNING (ACADEMIES)

MEMBERS, TRUSTEES AND GOVERNORS ALLOWANCES POLICY



Date Created: November 2016
 Effective From: November 2016
 Dated Adopted by the Board: November 2016
 Review Date: October 2018

Date	Page	Change	Purpose of Change
November 2016			New Policy

1. Introduction

This policy applies to the Trustees and Governors of the Local Governing Bodies of the schools within Trust in Learning (Academies) [TiLA] and provides a framework for appropriate reimbursement guidelines.

This policy statement has been developed in accordance with the DfE document “The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013”. These regulations give Academy Trusts the discretion to pay allowances from a trust’s/school’s annual budget allocation to trustees/directors/governors for certain allowances which they incur in carrying out their duties.

This policy has been written and approved in line with the Trust’s Articles of Association which state that 'a director of the academy trust/member of a local governing body may at the discretion of the board/local governing body be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the academy trust but excluding expenses in connection with foreign travel.'

The purpose of this policy and procedures within is to ensure good practice in the management of trustee/governor expenses with the aim to encourage a wide range of trustee/governor interest.

The TiLA Board wishes to promote high quality governance within its schools and communities and this policy helps to overcome a potential barrier in encouraging parents and others putting themselves forward for the role.

The TiLA Board believes that paying trustees/governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

It is strongly recommended that the Trust and its schools set aside a portion of their annual budget to cover trustee/governors’ expenses. Local Governing Bodies should make provision from within their delegated budget if they anticipate expenditure in making adjustments for disabled governors or in providing support to those governors whose first language is not English.

Further guidance can be found in Section 5 of this policy.

2. Guidelines

- 2.1. Trustees/Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the TiLA Board and its committees and the Local Governing Bodies and their committees, undertaking trustee/governor development and otherwise acting on behalf of the Trust.

Governors may not claim for

- Actual or potential of loss of earnings
- Attendance allowance

- 2.2. All trustees, governors and associate members are eligible to claim allowances in accordance with this scheme.

3. Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements, where these are not provided by a relative or current/former partner, for:
- Child care or babysitting expenses
- An elderly or dependent relative
- Extra costs incurred in performing their duties either because a trustee/governor has special needs or because English is not their first language;
- Telephone calls, photocopying and postage
- Travel
- Subsistence (excluding alcohol)

4. Allowance Rates

Rates at which allowances are payable as follows:

- Care arrangements – actual costs incurred, up to £10 per hour
- Telephone calls and postage – actual costs incurred
- Travel rates in accordance with the Inland Revenue Authorised Mileage Rate
- For public transport, actual costs incurred for economy / second-class fares
- Subsistence – if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your local area, reimbursement will be made for the food/non-alcoholic drink items bought on the day claimed
- Photocopying/Printing and Postage should wherever possible be completed via the Trust/school, only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently

5. Criteria for Claims

- 5.1. All Trustee claims must be submitted to the Director of Finance and Operations and Governors' claims submitted to the relevant School Business Manager on the appropriate form within one month of the expenditure being incurred (except for telephone calls).

- 5.2. Receipts must be supplied to support claims for reimbursement (e.g. bus ticket, phone bill, taxi receipt, till receipt and a fuel receipt is required even when a mileage claim does not represent the full amount of fuel purchased).
- 5.3. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- 5.4. Trustees/Governors should confirm that claims for reimbursement are agreed as justifiable with the Director of Finance and Operations, the relevant Headteacher or School Business Manager before any reimbursable costs are incurred. However Trustees/Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the Director of Finance and Operations/Headteacher/School Business Manager will approve reasonable expenditure retrospectively.
- 5.5. Claims will be subject to independent audit and Trustee claims may be investigated by the Chair of the Board (or Finance Committee in respect of the Chair of the Board) and Governor claims may be investigated by Chair of Governors (or Chair of Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.
- 5.6. The Board / Local Governing Bodies may vary these rates to meet particular circumstances. The rates must be agreed at a full governing body meeting

6. Guidance

Further guidance can be obtained from

- The [Governance Handbook](#)
- The relevant [Academies Financial Handbook](#)
- Travel expenses must be paid at a rate not exceeding the maximum level of HM Revenue & Customs authorised mileage rate. The rates are changed annually and can be found on HM Revenue & Customs website at www.hmrc.gov.uk.
- Further information is available in the Charity Commission's guidance [CC11:Trustee expenses and payments](#)