



Trustee and Governor Allowances and Expenses

(Statutory)

Approved: Spring 2024

Next Review: Spring 2027

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

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1. Aim

The aim of this policy is to ensure that a Trustee or Governor is not out of pocket where the Trust has derived a benefit from such outlay. The policy also reaffirms the Trust Board's commitment to ensuring equality of participation for all Trustees or Governors.

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

2. Legislation and Guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

[Departmental advice issued in 2014](#) states:

'School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue & Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.'

In addition, no Trustee or Governor may hold any interest in property belonging to the Trust, nor may a Trustee or Governor receive remuneration in respect of any contract to which the Trust or any school is a party.

However, nothing prevents the payment to Trustees or Governors for the usual professional charges for business undertaken by any Trustee or Governor who is a solicitor, accountant or other person engaged in a profession, or by any partner or connected person of his or hers, when instructed by the Trust Board to act in a professional capacity on behalf of the Trust or schools. This exception is only allowable if:

- at no time a majority of the Trustees or Governors are engaged in such a professional capacity: and
- Trustees or Governors withdraw from any meeting at which his or her remuneration, or that of his or her partner/relative, is under discussion.

Furthermore, all Trustees or Governors must ensure that their Record of Business Interests is updated and maintained. The register should include all business interests such as directorships, share holdings or other appointments of influence within a business or

organisation which may have dealings with the Trust or schools. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Trustee, Governor or a member of staff by that person.

3. Overview

Trustees or Governors 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 or Governors may claim allowances by completing a claim form and submitting it to the Governance Team at Info@theroselandtrust.co.uk.

Further details and claim forms can be provided by the Governance Clerk or Finance Office.

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

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

1. Childcare: where a Trustee or 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 or Governor attends meetings of the Trust Board, its committees, approved governance training/conferences or is otherwise representing the Trust or Trust Board; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.
2. Care arrangements for an elderly or dependent relatives: costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Trustee or Governor would have provided during the period of their absence.
3. Trustees or Governors with a special need: where the Trust or Trust Board does not provide facilities or equipment to enable a Trustee or Governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
4. Trustees or 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 or Governor with special needs.
5. Telephone charges, photocopying costs and stationery: may be reimbursed where the Trustee or Governor is unable to use the facilities of the Trust in the performance of any duty on behalf of the Trust Board. Trustees or Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

6. Travel and subsistence: mileage may be claimed where the distance between the Trustee’s or Governor’s home and the school or other venue which Trustees or Governors are required to attend on business related to the work of the Trust Board (eg meetings, approved training courses/conferences, visits to other providers, etc) exceeds 10 miles. Where several Trustees or Governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the school sites will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual 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 allowance will be reimbursed in accordance with the Inland Revenue Authorised Mileage Rate. A fuel VAT receipt must be submitted for mileage expenses claimed.

Transparency: The total value of claims paid per year to Trustees or Governors will be declared in a note to the Trust Financial Statements at the end of each financial year. Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

4. Monitoring arrangements

This policy will be reviewed every three years by the Trust Board. Any amendments will be presented at a meeting of the Trust Board.

5. Version control

Version	Date agreed	Description of changes	Responsible person
2.0		Amended to remove the first paragraph referring to the Academies Financial Handbook now the Academy Trust handbook as this paragraph was not strictly correct and replace with the wording contained in the model policy from the Key. Include headers and adjust format to include table of contents and version control.	Trustees and Governance Team