



Family of Learning Trust Trustee/Governors' Allowances Policy

Governors' Allowances Policy Agreed: 21.11.19

To be reviewed: November 2020

Trustee/Governors' Allowances

The Governors and Trustees of the Family of Learning Trust play an important part in the leadership and management of our academies. They give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for governor duties.

Context

In accordance with the Education (Governors' Allowances) Regulations 2003, governing bodies have the discretion to pay allowances from the school's annual budget allocation to governors, for certain allowances which they incur in carrying out their duties.

Boards in academies are free to determine their own policy on the payment of allowances and expenses. In this regard, The Family of Learning Trust adopts the principles allowed by the law for maintained schools.

Governors/trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of the trust.

All planned expenditure should be agreed by the Chair of Trustees in advance of making a claim, and all claims should be approved by the Chair of Trustees. In the case of claims made by the Chair of Trustees, these should be approved by the finance committee.

Consistency of Approach

The trust believes that paying trustees/governors' allowances for specific and agreed circumstances is an appropriate use of school funds in order to support governors in their role. Any claim will be agreed on a case-by-case basis with the prior approval of the resources/finance committee.

Trustees and Governors will be able to claim reimbursement of expenses providing the expenses are incurred in carrying out their duties, as a Trustee, Governor or representative of the Family of Learning Trust.

What the Policy Covers:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for an elderly or dependant relative (excluding payments to a current/former spouse or partner)
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
- The cost of travel relating only to travel to and from meetings/training courses at a rate of 45p per mile
- Reasonable travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source.
- Reasonable telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances

What This Policy Does Not Cover

- Payment for attendance at governing body meetings
- Reimbursement for loss of earnings

Effective Management

The following process and principles will apply to the approval of expenses:

1. The actual cost must be notified to the Chair within a week of incurrance, and
2. A claim for reimbursement must be submitted to the Chair on a expenses form within four weeks of the expense being incurred.
3. A receipt is required in order to obtain a refund.

All claims for reimbursement must be accompanied by proof of expense, typically a third party receipt. In the rare instance that a receipt is unavailable, the claimant must put in writing the reason for the lack of evidence, which will be considered by the approving body.

This policy will be reviewed annually

TRUSTEE/GOVERNOR EXPENSES CLAIM FORM

Name _____ Date _____

Description of Costs	Amount

I confirm that this claim relates to: costs incurred in attending an agreed training/meeting/conference event and/or the cost of agreed purchases made on behalf of Family of Learning Trust.

Signed by claimant: _____ Date: _____