



## TRUSTEE & GOVERNOR ALLOWANCES POLICY

|   |                     |
|---|---------------------|
| THIS POLICY WAS APPROVED:                       | SPRING 2017         |
| THIS POLICY WILL BE REVIEWED:                   | SPRING 2020         |
| MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW: | DIRECTOR OF FINANCE |

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies 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. Anglian Learning's Trustees and the Governing Bodies associated with each school in the Trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees and Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

**All Governors acting at individual Schools within Anglian Learning will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Anglian Learning, and are agreed by the Finance Committee, or LGB of the School, that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent 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 meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Governing Body at the schools of Anglian Learning acknowledge that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Finance Committee or LGB.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

**All Directors and Members of Anglian Learning will be entitled to claim the actual costs, which they incur as follows:**

3. Directors and Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Director, Member or representative of Anglian Learning, and are agreed by the Finance and Audit Committee that they are justified before any reimbursable costs are incurred.
4. Directors and Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance and Audit Committee:
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent 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 meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

**The Directors and Members of Anglian Learning acknowledge that:**

- Directors and Members may not be paid attendance allowance;
- Directors and Members may not be reimbursed for loss of earnings.

Directors and Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office), attaching receipts where possible, and return it to the Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Finance and Audit Committee.

### Governor/Trustee/Member Allowances Claim Form

|                      |              |
|----------------------|--------------|
| <b>Name:</b>         | <b>Date:</b> |
| <b>Claim Period:</b> |              |

I claim the total sum of £..... for expenses as detailed below. I have attached relevant receipts to support my claim.

The reason for my expenses is

.....

.....

.....

.....

Signed .....

Authorised by .....

Signature .....

|  | £ | p | p |
|--|---|---|---|
| Child care/Babysitting expenses                            |   |   |   |
| Care arrangements for an elderly or dependent relative     |   |   |   |
| Support for governors with special needs                   |   |   |   |
| Support for governors whose first language is not English  |   |   |   |
| Travel to meetings/training courses                        |   |   |   |
| Travel/subsistence to national meetings or training events |   |   |   |
| Telephone Charges  |   |   |   |
| Postage  |   |   |   |
| Photocopying   |   |   |   |
| Stationery   |   |   |   |
| Other (please specify)                                     |   |   |   |
| <b>TOTAL EXPENSES CLAIMED</b>                              |   |   |   |