



ANGLIAN LEARNING

*Dynamic, empowered learners who thrive and lead in
their communities: locally, nationally and globally*

TRUSTEE & GOVERNOR ALLOWANCES POLICY

THIS POLICY WAS APPROVED:	SUMMER 2021
POLICY VERSION:	4.0
THIS POLICY WILL BE REVIEWED:	SUMMER 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	CHIEF OPERATING OFFICER
THIS POLICY WAS CONSULTED WITH:	REMUNERATION & GOVERNANCE COMMITTEE
THIS POLICY WAS DISTRIBUTED TO:	CONNECT

Introduction

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

Anglian Learning's Trustees and the Local Governing Bodies associated with each academy in the Trust believe 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 academy funds. The specific items allowable reflect this objective.

This policy complies with our Funding Agreement and Articles of Association.

Key Principles

All Governors acting at individual academies within Anglian Learning are entitled to claim actual costs incurred as follows:

1. Governors are able to claim justifiable allowances incurred in carrying out their duties as a Governor or representative of Anglian Learning with the prior agreement of the Local Governing Body (or relevant sub-committee) of the Academy.
2. Governors are to claim for the following, on a case-by-case basis:
 - 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 45 pence per mile which does not exceed the specified rates for academy personnel;
 - Travel and subsistence costs, payable at the current rates specified by HMRC, associated with attending national meetings or training events, unless these costs can be claimed from the local authority or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The LGB at the academies of Anglian Learning acknowledge that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form (included here or available on (Connect), attaching receipts, and return it to the Academy within two weeks of the date when the allowances were incurred. Claims should be authorised by the Chair of Governors. Claims by the Chair of Governors will be authorised by the Anglian Learning CEO or one of the Directors of Education.

Governors who wish to claim mileage should complete the necessary confirmation form available from the academy and provide copies of relevant documents including driving licence and insurance.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or CEO 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 Chair of Trustees that they are justified before any reimbursable costs are incurred. Expenses incurred by the Chair of Trustees will be agreed by the Chief Operating Officer.
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 Chair of Trustees (or by the Chief Operating Officer in the case of the Chair of Trustees)
 - Childcare or babysitting 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 45 pence per mile which does not exceed the specified rates for academy personnel;
 - Travel and subsistence costs, payable at the current rates specified by HMRC, associated with attending national meetings or training events, unless these costs can be claimed from the local authority 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 will not be paid attendance allowance;
- Directors and Members will 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 (included here or from (Connect), attaching receipts, 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 Chair of Trustees (or by the Chief Operating Officer in the case of the Chair of Trustees).

Members or Trustees who wish to claim mileage should complete the necessary confirmation form available from the Trust central team and provide copies of relevant documents including driving licence and insurance.



GOVERNOR/TRUSTEE/MEMBER ALLOWANCES CLAIM FORM

Name _____

Month _____

Budget _____

Budget Holder _____

Car Registration _____

Date	Budget <small>If different from above</small>	Reason for travel <small>Please give a full description</small>	Journey start location	Journey end location	Business miles claimed <small>45p/mile up to 10,000 miles/yr 25p/mile over 10,000 miles/yr</small>	Other expenses e.g. public transport, tolls, car parking <small>VAT receipts MUST be attached or tax will be deducted from expenses</small>
Totals						

I confirm that the details of this claim are correct and I am claiming in accordance with the allowances policy. I have attached relevant receipts to support my claim

If claiming for mileage, I confirm that I have:

- A valid insurance policy with business cover
- An MOT certificate if the vehicle is over 3 years old
- A valid driving licence that is appropriate for the vehicle I drive on Anglian Learning business

Trustee/Governor/Member signature _____ Date ____/____/____

Authorised by (Name) _____

Authorised by (Signature) _____ Date ____/____/____

Checked and confirmed by Finance _____ Date ____/____/____