

Governor and Trustee Allowances Policy

Accountable Trust Committee	Finance and Audit
Policy Author	CFOO
Status	Draft/ Approved
Category	Trust Wide
Implementation Date	Summer Term 24
Review cycle	Annual
Next review date	Summer Term 25
Related policies/ documents	<ul style="list-style-type: none">● Governance Handbook
	<ul style="list-style-type: none">● Academy Trust Handbook

Document Control

Date	Version	Comments
18/06/2024	V1	Sent to Trustees

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1 Introduction & Principles

The purpose of this policy is to ensure that no member of the community is prevented from becoming a Trustee/Governor on the grounds of cost.

The Trustee board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

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 and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

3 Overview of allowable expenses

Members of the Trustee/Local Governing Board 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.

Members of the Trustee/Local Governing Board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance Office at Worthing High School.

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

Members of the governing board may claim for:

- Childcare;
- Care for elderly or dependent relatives;
- Extra costs incurred because they have a special need or English as a second language;
- Travel and subsistence costs;
- Telephone charges, photocopying, postage, stationery, etc.;
- Other justifiable allowances;

Claims will be paid in arrears on a case-by-case basis.

Reimbursable costs should be agreed in principle by Trustees **before** they are incurred.

The Chair of Trustees/Governors (or the vice-chairs, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

3.1 Appendix 1: Governor Claim Form

3.2 Appendix 2: Mileage rates

Approved mileage rates from tax year 2011 to 2012 to present date

From tax year 2011 to 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p