
Title of Policy/Procedure Governance Allowance Policy

Reviewer(s): Head of Governance

**To be read in conjunction with
the following policies:**

Consultation Process Trust Board
Local Governing Bodies

Policy Date: May 2021

Review Date: May 2024

**This policy has been ratified
by (please delete as
appropriate):**

- Board of Trustees

Aim

As per the Articles of Association 6.5; a Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel. In order to ensure equality of opportunity to serve on a governing board or as a member of the Blue Kite Academy Trust this policy will also cover members, governors and committee members.

Overview

1. Members, trustees and governors (which includes committee members) may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Trust Board /Local Governing Body, undertaking governor development and otherwise acting on behalf of the Trust Board/ Local Governing Body.

2. Any activity that may incur an expense must be approved prior to taking place as an alternative arrangement may be agreed for example attending a meeting remotely rather than paying for childcare or sharing transport to a training event. Ensure prior approval of expenditure is sought from the chair of trustees/LGB (or headteacher/CEO for chairs).

3. Members, trustees and governors may not claim for actual or potential loss of earnings or income.

4. Categories of eligible expenditure are as follows:

- Child care or baby-sitting expenses, where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Support for special needs
- Support for where the first language is not English
- Telephone calls
- Postage, stationery and photocopying (but only in exceptional circumstances as this should be through the school office where possible)
- Travel
- Subsistence

5. Rates at which allowances are payable are as follows:

- Care Arrangements: Actual costs incurred, up to a maximum of £12 per hour
- Telephone Calls/Postage: Actual costs incurred
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate. (Please review in accordance with HR Revenue & Customs Guidance)
- Public Transport: Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £15 per journey

6. Subsistence: If additional expenses are incurred because the governance activity requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

7. All claims must be submitted to the Chief Financial Officer (members/trustees) or Business Manager/Finance Officer of the School on the approved form within one month of the expenditure being incurred.

8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

9. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

10. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

11. The chair of the trust board/LGB (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Policy Review

This policy will be reviewed every three years by the Head of Governance.

Member/Trustee / Governor Allowances Claim Form

Name	
Date	
Signature	

I claim the total sum of £..... for member/trustee/governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Expense	Amount
Childcare	
Care arrangements for an elderly or dependent relative	
Support for special needs	
Travel	
Telephone charges	
Subsistence	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total	

Claim Agreed by Chair of Governors	
Name	
Position	
Date	
Signature	