



ANGLIAN LEARNING

TRUSTEE & GOVERNOR ALLOWANCES POLICY

THIS POLICY WAS APPROVED:	SPRING 2020
POLICY VERSION:	2.0
THIS POLICY WILL BE REVIEWED:	SPRING 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF FINANCE
THIS POLICY WAS CONSULTED WITH:	REMUNERATION & GOVERNANCE COMMITTEE
THIS POLICY WAS DISTRIBUTED TO:	HTS, FINANCE MANAGERS, CHAIRS AND CLERKS

Introduction

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says 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 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 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 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 Academy 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 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 LA 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 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 Academy Finance Office), attaching receipts where possible, and return it to the Academy within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors. Claims by the Chair of Governors will be authorised by the Anglian Learning CEO, Deputy CEO or Executive Primary Headteacher.

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 Director of Finance.
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 Director of Finance 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 45pence 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 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 Chair of Trustees (or by the Director of Finance in the case of the Chair of Trustees)

Governor/Trustee/Member Allowances Claim Form

Name:	Date:
Claim Period:	

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)			
TOTAL EXPENSES CLAIMED			