



Trustee & Governor Allowances Policy

Approved By:	Finance Committee
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Adopted by Trust Board on:	21 May 2020
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The Trust greatly values the contribution made by Trustees and Governors, who give freely of their time. The Charity Commission refers to the concept of unpaid trusteeship as being one of the defining characteristics of the charitable sector, contributing greatly to public confidence in charities. The basic principle is that Trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the charity unless authorised to do so. However, Trustees are entitled to have their expenses met from the funds of the charity.

The Trustees and Governors of our Trust will be entitled to claim the actual costs which they incur when carrying out their duties. This includes the following range of expenses, which may be claimed on a case-by-case basis, with prior approval of the CEO as Accounting Officer of the Trust:

- 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.
- The cost of travel to meetings/training courses which are not held at a Trust school, when driving this will be reimbursed at the same rate per mile as agreed for all Trust personnel.
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source.
- Telephone charges, photocopying, stationery, postage.

Any other justifiable allowances may be discussed in advance with the CEO.

We acknowledge that allowances and expenses exclude the following:

- Attendance allowance i.e. for attending meetings.
- Reimbursement for loss of earnings.

Where transport or accommodation is to be pre-booked, the Central Finance Office should be contacted and will make the booking on the Trustee/Governor's behalf. The costs will then be charged directly to the Trust.

Trustees/Governors wishing to make a claim under these arrangements, once prior approval has been sought, should complete a claim form (obtainable from the Central Finance Office). Claim forms will require authorisation by the CEO for the payment process and receipts must be presented for all expenses other than mileage. Reimbursements will be made by BACS.

All financial transactions are subject to independent internal assurance and audit processes. Any allowances or expenses claimed by Trustees/Governors are required to be disclosed and published within the annual accounts.