



MEMBER, TRUSTEE AND GOVERNOR ALLOWANCES POLICY

Summary

This policy document is to detail the circumstances and procedures for the payment of allowances and expenses to Members, Trustees and Local Governors.



If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to Members, Trustees and Governors within the Group.

Policy owner	Board of Trustees
Policy holder	Company Secretary and Lead Governance Professional
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Approved by

Consultation Group	Board of Trustees
Approval Committee	Board of Trustees
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Version Control

Control No	Change summary	Consultation Group	Effective date
01	Model policy taken from The Key for School Leaders, adapted for academy use. Minimal change (highlighted in yellow) to original dated February 2021.	Board	February 2024

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1. Aims

The Trust Board has decided to pay reasonable allowances to cover any costs that Members, Trustees and Local Governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, the Trust seeks to ensure that no member of the community is prevented from becoming a Member, Trustee or Local Governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that Trust Boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

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

3. Overview

Members, Trustees and Local Governors may claim allowances to cover expenditure necessary to enable them to perform their duties, in line with the Trust's Articles of Association.

Members, Trustees and Local Governors:

1. Cannot claim 'an attendance allowance' for attending a meeting
2. Cannot be reimbursed for loss of earnings.

Members, Trustees and Local Governors may claim allowances by completing a claim form (see appendix 1) obtainable from the Company Secretary and Lead Governance Professional and returning it to her by email to Deborah.Hinks@eastern-mat.co.uk.

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

Members, Trustees and Local Governors may claim for:

- Childcare or babysitting (excluding payments to a current/former spouse or partner)
- Care for elderly or dependent relatives (excluding payments to a current/former spouse or partner)
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs, excluding expenses in connection with foreign travel
- 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 notified in principle to the Company Secretary and Lead Governance Professional **before** they are incurred.

The Trust Chair (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Member, Trustee or Local Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

4. Monitoring arrangements

This policy will be reviewed every three years by the Trust Board. Any amendments will be presented at a meeting of the Trust Board.

Appendix 1: Claim form

[Trust or Academy name]

Claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for Member/ Trustee/ Local Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Company Secretary and Lead Governance Professional by email to Deborah.Hinks@eastern-mat.co.uk, along with any relevant receipts.

The form should be submitted within six weeks of the expenses being incurred.