



Trustee and Governor Allowances

Policy for Trustees and Local Governing Bodies

Person responsible for policy: Chief Executive Officer

Revised: July 2019

Review Date: July 2022

Aim

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Trustees and Local Governing Bodies the discretion to pay allowances from the Trust (in the case of Trustees) or (in the case of Local Governing Bodies) individual school's annual budget allocation to trustees and governors respectively for certain allowances which they incur in carrying out their duties.

The River Learning Trust believes that paying trustee and governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school and Trust funds. The specific items allowable reflect this objective.

Objectives

1. Trustees and Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee of the River Learning Trust, or

as a Governor of a River Learning Trust school, and are agreed by the Trustees or Local Governing Body respectively that they are justified before any reimbursable costs are incurred.

2. Trustees and Governors will be able to claim for the following, on a case-by-case basis in line with this policy.
 - 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); family member/U18
 - 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 40 pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;

Trustees of the River Learning Trust and members of Local Governing Bodies within the River Learning Trust acknowledge that:

- Trustees and Governors may not be paid attendance allowance;
- Trustees and Governors may not be reimbursed for loss of earnings.

Trustees or Governors wishing to make claim under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Trust central team or School Office), attaching receipts where possible, and return it within two weeks of the date when the expense occurred, for final approval.

Claims will be subject to the normal school finance audits and subject to the Trust's financial procedure.