



Trustee Allowances Policy

Review Responsibility: Chair of Trustees

Frequency of Review: 1 year

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Approved By: Board of Trustees

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1. Governance Allowances Policy

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme.

Borden Grammar School Governing Board believes that paying 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 funds. The specific items allowable reflect this objective. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All trustees of Borden Grammar School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:

- To attend trustees meetings, committee meetings, panel meetings and any other meeting, which as a trustee you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services /trust /training provider
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the chair of the board
- Casual visits to the school for school events do not qualify.
- Payments of expenses where these have been or are already met by any other body are excluded from this policy.

2. Expenses Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections

1. **Trustees with a special need.** Where the school or Governing Board does not provide facilities or equipment to enable a trustee for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing care support. Appropriate proof of payment will need to be submitted.
2. **Trustees whose first language is not English.** The translation of documents or provision of an interpreter may be met in circumstances similar to a trustees with special needs. Appropriate proof of payment will need to be submitted.
3. **Travel and subsistence.** Mileage, by the least expensive means as possible, may be claimed where the distance between the trustees home and the school or other venue which governors are required to attend on business related to the work of the Governing Board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is greater than 10 miles and does not exceed 30 miles. Where necessary, the cost of parking to enable attendance of trustee business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where governors share transport, only the driver may claim mileage expenses. The headteacher and any governor who is employed at the school

will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

Subsistence costs associated with attending national meetings or training events will be payable at the current school rates unless these costs can be claimed from the LA or any other source.

3. Claiming Expenses

Trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the chair of the board or chair of finance/vice chair in respect of the chair of the board.

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the chair of the board (or chair of finance/vice chair in respect of the chair of the board).

4. Monitoring Arrangements

The finance committee will monitor the spending as part of their monitoring duties and report back to the Board.

This policy will be reviewed annually.

This policy was approved by the Board of Trustees on 1st October 2024

Signed by Chair of the Board