



Directors and Governors Allowances Policy



Policy	Directors and Governors Allowances Policy
Date of review	September 2021
Date of next review	September 2024
Lead professional	Chief Financial Officer
Status	Non-Statutory

1. Introduction

1.1. Trinity Multi-Academy Trust (Trinity MAT) is committed to ensuring equality for all Members, Directors and Local Governors, and that they are reimbursed for any direct out of pocket expenses that are required in order for them to fulfil their role as a Member, Director or Local Governor. The term 'Governor' is used throughout this document and covers all Members, Directors and Local Governors.

2. Legislation and Guidance

2.1. This policy has been developed in accordance with the legislation on Governors' allowances: School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

2.2. The policy has due regard to statutory legislation including, but not limited to, the following:

- The Charities Act 2016
- The Trustee Act 2000
- The Charities Commission
- DfE Governance handbook

3. Overview of expenses

- 3.1. Expenses are refunds paid to Governors to cover the costs incurred whilst fulfilling their governance duties for Trinity MAT. These payments are not a payment for their services as a Governor, nor do they count towards any kind of personal benefit.
- 3.2. Expenses will be paid direct into the Governors bank account upon the submission of an expenses claim form and relevant receipts (mileage claims do not require receipts). There may be additional checks requested from finance staff before processing repayment to ensure the bank details provided on the expenses form are correct.
- 3.3. Governors are able to claim for the following out of pocket expenses:
 - Childcare
 - Care for elderly or dependent relatives
 - Extra costs incurred because they have a special need or English as a second language
 - Travel and subsistence costs
 - Telephone charges, photocopying, postage, stationery, etc
 - Other justifiable allowances
- 3.4. Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the respective Governing Body before they are incurred.
- 3.5. Travel expenses where a Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, currently at 0.45p per mile.
- 3.6. This is not an exhaustive list of possible allowances, but payments can only be made in respect of expenditure necessarily incurred for the purposes of enabling a person to carry out their duties as a Governor. This would not include attendance allowance or reimbursement for loss of earnings.

4. How are expenses claimed?

- 4.1. Any Governor wishing to make claims under these arrangements should complete a claims form, as per Appendix A of this policy (attached), attaching receipts, and return it to the Chair of their respective Governing Body for approval.
- 4.2. Once approved the forms will be passed to the relevant academy/institution finance department for processing and repayment.

- 4.3. Claims will be subject to independent audit checking as part of our annual audit requirements and may be investigated by the CFO of Trinity MAT, or the Chair of the respective Governing Body, if they appear excessive or inconsistent.

5. Monitoring and review

- 5.1. The CFO will monitor and evaluate the impact of the policy annually, with reference to the attendance records of Governors at meetings and to the total sum paid out.
- 5.2. This policy will be reviewed on a three-yearly basis in conjunction with the Board of Directors and will make any change necessary at that point, unless any change in legislation deems amendments sooner.

Date adopted by Directors	September 2021
Date for full implementation	September 2021
Date for review	September 2024
Lead Professional	Chief Financial Officer

Trinity Multi Academy Trust

Universal Expenses Claim Form (Academy business claims for course expenses, travel, subsistence and mileage claims)



Name:	Job Title:	Department/Team:
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Date Week Commencing	Description of Journey / Expenses Spent (e.g. seminar travel, food, taxi, bus)	From (e.g. Academy or Home)	To	Total Miles	Home to academy/academy to home mileage (not payable)	Number of miles Claimed @ £0.45	Claim Amount (£)
				miles x	miles	@0.45p	-
Total Travel Costs Claimed							-

I certify that I have actually incurred expenses of	-	with supporting receipts attached. I hereby apply for a refund of	£	-
Signature of Claimant:		Date:		
Cost Centre:		Amount:		
Authorisation:		Name:		