



Directors and Governors Allowances Policy



Policy	Directors and Governors Allowances Policy
Date of review	September 2024
Date of next review	September 2027
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 required 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 was developed by the legislation on Governors' allowances, the 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 while fulfilling their governance duties for Trinity MAT. These payments are not a payment for their services as Governors, nor do they count towards any kind of personal benefit.
- 3.2. Upon the submission of an expense claim form and relevant receipts (mileage claims do not require receipts), expenses will be paid directly into the governor's bank account. Finance staff may request additional checks before processing repayment to ensure the bank details provided on the expenses form are correct.
- 3.3. Governors can claim for the following out-of-pocket expenses:
 - Childcare
 - Care for elderly or dependent relatives
 - Extra costs incurred because they have a particular 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. Before they are incurred, the Chair of the respective Governing Body should agree in principle on reimbursable costs.
- 3.5. Travel expenses where a Governor uses their vehicle must be at most the HM Revenue and Customs (HMRC) approved mileage rates, currently at 0.45p per mile.
- 3.6. This is a partial list of possible allowances. Still, payments can only be made regarding expenditures incurred to enable 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), attach receipts, and return it to

the Chair of their respective Governing Body for approval.

- 4.2. Once approved, the forms will be passed on 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 policy's impact annually, including the attendance records of Governors at meetings and the total sum paid out.
- 5.2. This policy will be reviewed three times yearly in conjunction with the Board of Directors. Any necessary changes will be made at that point unless any change in legislation requires amendments sooner.

Date adopted by Directors	September 2021
Date for full implementation	September 2021
Date for review	September 2027
Lead Professional	Chief Financial Officer

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:						