



The Collegiate Trust
Exceptional Education for All

GOVERNORS' ALLOWANCES POLICY

Lead	COO
Reviewed by LGBs	June 2018
Reviewed by Students	N/A
Approved by TCT	September 2021
Next Review	July 2024

GOVERNORS' ALLOWANCES POLICY

1. Introduction

Governors, Directors and Members, hereafter referred to as *Governors*, are entitled to claim certain specific allowances. This policy details the scope of those allowances at *The Collegiate Trust* (TCT).

2. Aim

This Policy will ensure that all members of the community have equality of opportunity to serve as Governors.

3. Responsibilities

- 3.1 The Directors shall from time to time, and no less frequently than once per three years, set allowances for Governors within TCT.
- 3.2 Governors wishing to claim expenses shall agree this in advance with the member of staff who deals with finance at each school (hereafter called the *School Business Manager*), who shall be able to authorise payment up to £10. Amounts in excess of £10 shall require the authority of the Principal
- 3.3 Governors shall claim expenses using the school form within one month of the expense. The Governor shall submit the signed form with evidence of the expenditure to the *School Business Manager*, who shall issue payment or state reasons for non-payment within 28 days of the date of the form submission.
- 3.4 Disputes over allowances shall be referred first with the Principal by the Governor concerned. If this does not produce an agreement to the satisfaction of the Governor concerned, the matter will be referred to the LGB (or in the case of a Director, to the Directors, or in the case of a Member, to the Members). Should this not result in an agreement satisfactory to the Governor concerned, the matter will be further referred to the COO, whose decision shall be final and binding.
- 3.5 Claims for Governors' allowances may be subject to investigation by the Chair of LGB / Directors / Members or the COO at any time and may be subject to independent audit by any other body with jurisdiction. Allowances found to be paid in error or wrongfully shall be repaid by the Governor concerned immediately.

4. Allowances

- 4.1 From the date of the policy indicated below, all Governors shall be entitled to claim the actual costs that they incur as a result of their duties as governors
- 4.2 Governors will be able to claim on a case by case basis, the following expenses (excluding payments to a current / former spouse or partner):
 - 4.2.1 Childcare or babysitting allowances
 - 4.2.2 Cost of care arrangements for an elderly or dependent relative
 - 4.2.3 The extra cost they incur in performing their duties either because they have special needs or because English is not their first language
 - 4.2.4 The cost of travel relating only to meetings or training courses at the rate specified by the Trust.
 - 4.2.5 Travel and subsistence costs, payable at the current rates specified by the relevant Secretary of State associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source.
 - 4.2.6 Telephone charges, photocopying, stationery, postage etc.
 - 4.2.7 Any other justifiable allowances.
- 4.3 The following allowances are specifically forbidden:
 - 4.3.1 Attendance allowance
 - 4.3.2 Loss of earnings

This Policy will be reviewed every three years by the Directors of The Collegiate Trust

Claim form

[School name]

Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for 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 School Business Manager or Principal along with any relevant receipts.

The form should be submitted within 7 days of the expenses being incurred.