

The Charter Schools Educational Trust

Trustees’/Governors’ allowances policy

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1. Aims

The Trust board has agreed to pay reasonable allowances from the school's delegated budget to cover any necessary and unavoidable costs that board members/local governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, the Trust aims to encourage diversity and inclusion across all levels of governance by ensuring that no member of the Trust communities is prevented from becoming a trustee or a governor on the grounds of financial barriers.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This is in accordance with the Trust Articles of Association – article 6.5:

3. Overview

Members of the Trust Board (the 'Board') and Local Governing Bodies ('LGB') may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Board or LGBs may claim allowances by completing a claim form (see appendix 1) and submitting it to Shalene Varcoe, Head of Governance, c/o The Charter Schools Educational Trust, Red Post Hill, London SE24 9JH or via email to svarcoe@tcset.org.uk

Allowances will only be paid on the provision of dated receipts and will be limited to the amount shown on the receipt.

Members of the Board/LGB may claim for:

- Childcare costs incurred whilst attending a board or committee meeting.
- Costs of care for elderly or other dependent relatives incurred whilst attending a board or committee meeting.
- Extra costs incurred when attending Trust business because they have a special need such as mobility issues or other disabilities.
- Reasonable travel and subsistence costs incurred whilst carrying out governance business on behalf of the Trust. These must be agreed with either the Chair of the Trust Board or the Chair of the relevant LGB beforehand.
- Reasonable telephone charges, photocopying, postage, stationery, etc. incurred whilst carrying out governance business on behalf of the Trust.
- Other justifiable expenditure incurred whilst carrying out governance business on behalf of the Trust as agreed with either the Chair of the Trust Board or the Chair of the relevant LGB.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the Trust or the Chair of the LGB as applicable **before** they are incurred.

The Chair of the Trust/LGB (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every three years by the Head of Governance and the Chair of The Trust Board and any amendments will be presented at a meeting of the full Trust board for approval.

Appendix 1: trustee/governor claim form

The Charter Schools Educational Trust

Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for Trust/LGB 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 Shalene Varcoe, Head of Governance, c/o The Charter Schools Educational Trust, Red Post Hill, London SE24 9JH along with any relevant receipts.

The form should be submitted within six weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p