Mid Essex Anglican Academy Trust

To unlock every child's potential as a unique child of God

Respect – Forgiveness – Trust – Responsibility – Thankfulness – Justice – Humility

Trustee and Governor Allowances Policy

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Governor Allowances Policy

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain costs which they incur in carrying out their duties.

The Mid Essex Anglican Academy Trust 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.

Trustee and Governor Allowances

All trustees and governors of within the academy will be entitled to claim the actual costs, which they incur as follows:

1. Trustees/governors will be able to claim allowances providing the costs are incurred in carrying out their duties, as a trustee/governor or representative of Shenfield St Mary's CE Primary, Mountnessing CE Primary, Bentley St Paul's CE Primary, Ingatestone Infant School and Ingatestone and Fryerning CE Junior School are agreed by the Finance, Audit and Risk Committee that they are justified before any reimbursable costs are incurred.

2. Trustees/governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board or Local Board:

    - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
    - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
    - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
    - The cost of travel relating only to travel to meetings/training courses at the standard rate specified in the Financial Regulations per mile which does not exceed the specified rates for school personnel;
    - Travel and subsistence costs, payable at the current rates specified in the Academy Financial Regulations, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
    - Telephone charges, photocopying, stationery, postage etc;
    - Any other justifiable allowances as agreed by the Chair of the Trust (in advance of expenditure being made).

The Trust Board at the Mid Essex Anglican Academy Trust acknowledges that:

- Trustees/governors may not be paid attendance allowance;
- Trustees/governors may not be reimbursed for loss of earnings;

Making an Expenses Claim

Trustees/governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair of the Trust or Local Board, should complete a claims form (obtainable from the Trust Business Manager), attaching receipts where possible, and return it to the School within two weeks of the date when the costs were incurred, when they will be submitted for approval by the Chair of the Trust or Local Board to be presented to the Finance, Audit and Risk Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of the Trust (or Chair of the Finance, Audit and Risk Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

Trustee and Governor Allowances Claim Form

Name:	**Date:**
Address:	
Claim Period:	

I claim the total sum of £…… for trustee/governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed…….....

	Date	**£**
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		