



Cheshire Academies Trust  
*Collaboration and Creativity*



# TRUSTEES AND GOVERNOR ALLOWANCES POLICY

Next review date: Spring 2022

## **1. Policy Statement**

1.1 Trustees/governors may claim expenses for attendance on approved duties. The Scheme will apply equally to all trustees/governors, but is open to any individual to choose whether or not to claim. The expenses that may be claimed are in four categories: Travel, Childcare, specific needs and miscellaneous.

1.2 The following are recommended as approved duties

- Properly convened full Governing Body/Board meetings
- Properly convened Committee meetings of the Governing Body or Board
- Other duties designated by the Board or Governing Body, e.g. acting as a member of a panel approved by the Board or Governing Body for long/short listing/interviewing candidates for a staff appointment.
- Formal visits to academies will not qualify.
- Casual visits to academies will not qualify.

## **2. Policy Rationale**

2.1 Is to ensure that a trustee/governor is not out of pocket where the academy/Trust has derived a benefit from such outlay. The policy also reaffirms the Trust's commitment to ensuring equality of participation for all trustees/governors. Governors cannot be paid attendance allowances for any loss of earnings.

## **Specific Details of Expenses**

### **3. Travel Expenses**

3.1 Travel expenses may be claimed where the distance between the governor's home and the meeting place is greater than 5 miles and does not exceed 15 miles.

3.2 For journeys outside this area, payments will only be made for specific duties which have prior approval by the Board/Governing Body

3.3 All payments are on the basis that the journey was undertaken and if transport is shared, only the provider can claim.

3.4 Trustees/governors may claim:

- Mileage allowance at Cheshire Academies Trust agreed rate (45p per mile)
- The actual cost of public transport (including bus and train fares) if actual tickets or a photograph of, are attached to the claims form
- The cost of car parking receipts if the actual tickets or a photograph of, are attached to the claims form

### **4. Childcare**

4.1 Trustees/governors whose children attend Cheshire Academies Trust academies can use after school provision (where applicable) and be reimbursed for any costs they may incur. The use of academy based after-school care for trustees/governors with children at the academy is free.

Where there is no after school provision, or in the event of a trustee/governor's meeting outside the after school provision hours, an allowance is payable on the basis of reasonable cost, supported by a receipt and in respect of any carers who are not a member of the trustee/governor's household.

## **5. Specific Needs**

5.1 Trustees/governors may claim an allowance for costs relating to specific needs incurred on approved duties.

These may include:

- Taxi fares
- Support for the cost of a signer
- Audio equipment
- Braille transcription
- Translation documents

Receipts must be attached to the claims form.

This policy should also be read in conjunction with the Equal Opportunities Policy. Cheshire Academies Trust welcomes its duties under the Disability Discrimination (Amendment) Act 2002. The Trust is committed to promoting disability equality.

## **6. Miscellaneous**

6.1 Telephone charges, photocopying, printing and stationary may be reimbursed where the trustee/governor is unable to use the facilities of an academy in the performance of any duty on behalf of the board/governing body.

6.2 Trustees/governors must obtain a receipt relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

## **7. Claiming**

7.1 To reduce administration, unless substantial sums are involved, trustees/governors are asked to claim termly in arrears, prior to the end of the financial year in question.

7.2 Claims should be made to and authorised by the Chair of the Board/Local Governing Body

7.3 The Chair is responsible for:

- Verifying entitlement to claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- Affirming that the claim seems reasonable
- Maintaining a record of claims which helps the Board/Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on trustee/governors' expenses

The Chair will be responsible for ensuring all trustees/governors are aware of the policy. New trustees/governors will be given the policy when joining Trust as part of an induction pack.