



TRUSTEES' AND GOVERNORS' ALLOWANCES POLICY

STATUTORY CENTRAL POLICY

Version and Date	Action/Notes
1.0 June 2016	Policy adopted and adapted from Trafford Governance Services by Governance Support Officer
2.0 August 2016	Policy updated and formatted in line with Trust Policies
3.0 May 2017	Updated with reference to new advice
4.0 May 2020	Reviewed and updated

Policy Reviewed:	May 2020
Review Frequency:	Every 3 years
Next Review:	May 2023
Signature of CEO:	Signature of Chair of Trustees:
	

Background

The Education (Governors' Allowances) Regulations 2003 (*available at <http://www.legislation.hmso.gov.uk/si/si2003/20030523.htm>*) make provision for the allowances which may be paid by a governing body to those members of a governing body and associate members.

The Regulations define allowances as “payments by way of allowances in respect of expenditure **necessarily incurred** for the purpose of enabling the individual to perform any duty”. This wording will permit governing bodies to reimburse expenditure such as travel and subsistence. However, the wording does not permit payment of attendance allowances or financial loss allowances because neither of these will relate to expenditure incurred by individual governors or Trustees. References to ‘Governors’ should be taken to include ‘Trustees’

1. DfE Regulations: Paying Allowances to School Governors (September 2003) Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as members of a governing body should not be out of pocket for the valuable work they do. Governors and Trustees should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors and trustees to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the relevant governing body and be limited to the amount shown on the receipt.



- Governors and Trustees cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors or trustees serving on temporary governing bodies, and to associate members.
- Governor and Trustee allowances will continue to be paid from the school's delegated budget.

Model Scheme

The model scheme, includes the up to date rates for allowances from the Inland Revenue authorised mileage rates and can be adapted by governing bodies for adoption as their agreed scheme.

This scheme has been agreed and put in place to reimburse Governors and Trustees for expenses necessarily incurred beyond those associated with their normal attendance at meetings of the governing body or its committees.

Where Governors and Trustees carry out other duties at the specific request of the governing body they may claim reimbursement for travel and subsistence expenses, necessarily incurred, as follows:

Governors and Trustees may claim full reimbursement, for travel expenses, necessarily incurred, of bus and standard rail fares or car mileage rates as follows:

0 to 10,000 miles

car	45p per mile
motorcycle	24p per mile
bicycle	20p per mile

over 10,000 miles

car	25p per mile
motorcycle	24p per mile
bicycle	20p per mile

Expenses incurred for subsistence will be reimbursed for actual expenditure necessarily incurred up to a maximum as follows:

• Minimum journey time	• Maximum allowance
• 5 hours	• £5
• 10 hours	• £10
• 15 hours(and ongoing after 8pm)	• £15



Where Governors and Trustees are performing duties on behalf of the governing body, they will be reimbursed for the actual cost of postage and stationery, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.

Where Governors and Trustees are performing duties on behalf of the governing body, they will be reimbursed the actual costs of child and/or adult care, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.

All claims for reimbursement must be in writing using the Trust standard expenses claim form and be accompanied by receipts. Claims for car mileage expenses must be accompanied by a record of the opening and closing mileometer reading and the names of any passengers carried. Completed claims should be sent to the Clerk.

The total amount of allowances paid to Governors and Trustees must be included in the financial statement but not the disaggregated expenses of individual Governors or Trustees.

For further advice please see The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (January 2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf