



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

Name of Policy	Trustee & Governor Allowances	
Lead	Martin Murphy, CEO	
Governor Committee	Audit & Risk Committee	
Policy Status	Draft	July 2012
	Awaiting Approval	No
	Trustee Approved	12 th December 2023
Version No.	1	
Next Review	Autumn Term 2024	
Amendments	14 th November 2016 – no changes required	
	MPM reviewed on 10 th June 2019	



General

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. AMAT's trustees believes that paying governor 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 AMAT funds.

From the date of appointment all trustees/governors of the Trust will be entitled to claim the actual costs, which they incur as follows:

- Trustees/governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a representative of the Trust and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
- Trustees/governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Trust Board:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
 - Costs 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 specified rates for school personnel
 - Travel and subsistence costs, payable at the current rates specified by the Governing Body
 - Telephone charges, photocopying, stationery, postage, etc.
 - Any other justifiable allowances

The Trust Board acknowledges that:

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

Trustees/governors, wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Trust), attaching receipts where possible and returning it to the Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trust Board.

Claims will be subject to independent audit and may be investigated by the Chair of Trust Board if they appear excessive or inconsistent.

This policy will be reviewed annually.

GOVERNOR EXPENSES CLAIM FORM

NAME:	NAME OF SCHOOL:
ADDRESS:	DATE:
POSTCODE:	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: ____/____/____

Description	Cost
TOTAL	£

This form should be submitted to the Chair of Trust Board