



# Governor, trustee & member allowances

Approved by: Trust Board

Last reviewed: July 2023

Next review due: July 2024

# GOVERNOR, TRUSTEE & MEMBER ALLOWANCES POLICY

## Scope

This policy is written and approved at board level, but applies to all governors, trustees, and members within The Claxton Trust.

This policy statement has been developed with regard to the latest version of the [Academy Trust Handbook](#), the internal control framework of The Claxton Trust, and the Charity Commission's guidance for trustees [CC11: Trustee expenses and payments](#).

## 1. Introduction

The Claxton Trust does not remunerate governors, trustees, and members for their work.

It is right, however, for them to not be out of pocket because of their duties. Therefore, this policy allows for payment of reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them through their attendance at meetings acting in their official capacity.

The trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors, trustees, and members for all members of the community and so is an appropriate use of funds. The specific items allowable reflect this objective.

## 2. Legitimate claims

Governors, trustees, and members will be able to claim for the following:

- The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for employees in the trust
- Travel and subsistence costs, payable at the specified rates for employees, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source
- Telephone charges, photocopying, stationery, postage etc.

Governors, trustees, and members will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the chair of the board:

- Overnight accommodation and subsistence costs

Governors, trustees, and members will be able to claim for the following, on a case-by-case basis and with the prior approval of the local governing body or trust 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.

## 3. Non-legitimate claims

Governors, trustees, and members are not able to claim for the following:

- attendance allowance
- reimbursement for loss of earnings.

## 4. Making a claim

Governors, trustees, and members wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form, obtainable from the relevant clerk, on a termly basis, attaching receipts in all cases, and return it to the chief financial officer.

Any claim for expenses must be met from the budget of individual school, setting or services in the case of governors; or from the trust budget in the case of trustees and members. The chief financial officer will pass the claim to the relevant department for processing.

Claims will be subject to independent audit and may be investigated by the chair of governors, chief financial officer; or the accounting officer.

## **5. Review**

This policy will be reviewed annually.