

## Governance

# Members, Trustees and Governors Allowances Policy

CEO approval:	Sean Kelly	
Trust Board Ratification:	Finance and Resources	
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## 1. Introduction

- 1.1 The Board of Trustees of the Raleigh Education Trust (referred to as the Trust throughout this policy) believes that Member, Trustee and Governor allowances reflect the value that the Trust places on our Governance volunteers in the amount of time, energy and sacrifice that they offer to the Trust.
- 1.2 The Trust has decided to pay reasonable allowances from the delegated budget to cover any costs that Members / Trustees / Local Governors incur through carrying out their duties.
- 1.3 This policy sets out the terms on which such allowances will be paid.
- 1.4 By adopting this policy, we will ensure that no member of the community is prevented from becoming a Member / Trustee / Local Governor on the grounds of cost.

## 2. Legislation and guidance

- 2.1 The Academy Trust Governance Guide states that trusts are free to determine their own policy on the payment of allowances and expenses, in line with their Articles of Association.
- 2.2 Trustees should have regard to the Charity Commission Guidance on Trustee Expenses and Payments.
- 2.3 This policy complies with our funding agreement and articles of association.
- 2.4 Allowances may be paid to Members / Trustees / Local Governors by the Trust. Permitted expenses might include:
  - a) Child care or babysitting expenses.
  - b) Care arrangements for an elderly or dependent relative.
  - c) Telephone charges, photocopying, stationery etc.
  - d) Travel and subsistence (that is, reimbursement for meals purchased that would not have otherwise been bought).
- 2.5 Expenses should be paid on provision of a receipt at a rate determined by the Trust Board and must be limited to the amount shown on the receipt. Mileage reimbursements should be at or below authorised HMRC mileage allowances, never above (See Appendix 2). Attendance allowance and payments for loss of earnings may not be paid.
- 2.6 Member/ Trustee / Local Governor expenses are processed from the Trusts central services
- 2.7 Allowances are subject to audit and the Trust will therefore ensure that effective financial systems for authorising and processing payment are in place and policies include statements to avoid inappropriate claims.

### 3. Objectives and targets

- 3.1 The Board of Trustees of the the Trust believes that using the specific categories as set out below, will ensure equality of opportunity to serve as Trustees for all members of the community and so is an appropriate use of Trust funds. The specific items allowable reflect this objective.

### 4. Action Plan

- 4.1 The following criteria will be applied:

- a) Members/Trustees/Local Governors at our Trust will not be paid attendance allowance.
- b) Members/Trustees/Local Governors at our Trust will not be reimbursed for loss of earnings.
- c) All Members / Trustees / Local Governors at our Trust will be entitled to claim the actual costs that they incur in carrying out their duties as a governor or representative of the Trust. Claims may be made for:
  - Childcare or babysitting allowances.
  - Cost of care arrangements for an elderly or dependent relative.
  - 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 a rate agreed annually at the first meeting in September and which does not exceed the specified rates for Trust personnel.
  - Travel and subsistence costs, payable at the current rates, confirmed at the first meeting of the academic year in September, associated with attending national meetings or training events.
  - Telephone charges, photocopying, stationery, postage etc.
  - Any other justifiable allowances.
- d) Members/Trustees/Local Governors intending to claim allowances should ensure prior approval has been obtained. Once prior approval has been received, Members/Trustees/Local Governors wishing to make claims under these arrangements should complete a claim form (See appendix A) attaching receipts where possible and return it to the Trust within four weeks of when the expenses were incurred.
- e) Claim forms will be submitted for approval to the Chair of Trustees to then be presented to the Finance & Resources Committee for final approval. All claims will be subjected to independent audit. A claim made by the Chair of Trustees will be approved by the Chair of Finance and Resources.
- f) Any claim that appears excessive or inconsistent will be investigated by the Chair of Trustees (or Chair of Finance, Resource and Audit committee if in respect of the Chair of Trustees).

### 5. Monitoring and evaluation

- 5.1 This policy will be monitored throughout the year and evaluated annually by the Finance and Resources Committee at the first meeting in the autumn term to consider any changes that need to be made on the

advice of auditors or to reflect decisions made on any excessive or inconsistent claims that may have arisen during the year.

## **Appendix 1 - Board members / trustees / governors claim form**

**Board members / trustees / governors claim form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Chair of Trustees/Chair of Finance, Raleigh Education Trust together with relevant receipts.

**The form should be submitted within 4 weeks of the expenses being incurred.**

## Appendix 2 – Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website:

<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

<b>TYPE OF VEHICLE</b>	<b>FIRST 10,000 MILES</b>	<b>ABOVE 10,000 MILES</b>
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p