



Trinity Multi Academy Trust

Policy:	Directors and Governors Allowances Policy
Date or review:	May 2018
Date of next review:	May 2021
Lead professional:	Chief Finance Officer
Status:	Non-Statutory

1. This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give the Board of Directors discretion to pay allowances from the trust's annual budget allocation to directors for certain allowances which they incur in carrying out their duties.
2. Trinity MAT believes that the payment of allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as directors for all members of the community and so is an appropriate use of multi academy trust funds. The specific items allowable reflect this objective.
3. All directors and governors of Trinity MAT are entitled to claim allowances, providing the allowances are incurred in carrying out their duties, as a director, governor or representative of Trinity MAT, and are agreed by the Chair of the Board of Directors, CEO or CFO that they are justified before any reimbursable costs are incurred.
4. Directors and governors will be able to claim for the following, on a case-by-case basis:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or family member) at £10/hr for up to 3 hours
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member) at £10/hr for up to 3 hours
 - 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/national events at a rate not exceeding the maximum level of HM Revenue and Customs authorised mileage rate (currently of 45 pence per mile)
 - Subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought)
 - Parking costs
 - Any reasonable claims for telephone charges, photocopying, stationery, postage etc
 - Other reasonable expenses e.g. charges for attendance at approved training events, forums, national conferences etc.
5. This is not an exhaustive list of possible allowances, but payments can only be made in respect of expenditure necessarily incurred for the purposes of enabling a person to carry out their duties as a director. This would not include attendance allowance or reimbursement for loss of earnings.
6. Directors and governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the CFO, Trinity MAT), attaching receipts, and return it to the CFO within two months of the date when the allowances were incurred, when they will be submitted for approval by the CEO or the CFO.
7. Claims will be subject to independent audit and may be investigated by the Chair or Vice Chair of the Board of Directors if they appear excessive or inconsistent.
8. The Board of Directors will monitor and evaluate the impact of the policy annually, with reference to the attendance records of directors at meetings and to the total sum paid out.