



CASTLEMAN ACADEMY TRUST

POLICY :

Payment of Trustee and Governor Allowances

Author: Chief Executive Officer

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Review Frequency: DfE recommend annually

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Payment of Trustee and Governor Allowances Policy

Statement of Intent

At the Castleman Academy Trust, we recognise that the voluntary nature of Trusteeship and governorship means that an enormous amount of time and expertise is given freely by the individuals concerned.

In acknowledgement of this fact and our desire to ensure that our governors are truly representative of our parents, community and staff, we recognise that the Trustees and Governors should have the ability to claim for legitimate expenses if they wish.

What can be claimed?

Claims for any reasonable and necessary expense such as childcare, transport, telephone charges etc. will normally be considered acceptable.

Allowances can only be claimed in relation to expenditure necessarily incurred by the individual trustee/governor for the purpose of enabling them to carry out their duties.

All trustees/governors are eligible to claim irrespective of their category.

Allowances can only be paid if the claim for expenditure is agreed in advance except in exceptional circumstances when the Finance Committee can give approval.

Claims can be agreed by the relevant Chair of Committee for which the duties apply, or the Chair of either the Trust or the School Standards Board. In the case of the claimant being one of the Chairs then it can be approved by the Chief Executive Officer and either the Chair or Vice Chair of the relevant committee. Claims made by the Chief Executive Officer should be made in line with the regulations set out in the Trust's Finance Policy

A claim shall be the sum total of all expenditure being claimed to attend duties for any one event (e.g. child care plus transport to one meeting is treated as one claim not two separate claims).

How can a claim for expenses be made?

If you are in doubt as to the legitimacy of your claim, please approach the Chair or Vice Chair or Chief Executive Officer in the first instance.

Claims can be made on the appropriate proforma and submitted initially to the Chief Executive Officer/Head Teacher, Chair or Governance Operations Director for checking and authorisation.

All claims must be presented to the Finance Office for payment within 30 days of being incurred along with any receipts as per the Trust's Expenses Policy.

Payments are not taxable when covering expenditure incurred whilst carrying out the duties of a trustee/governor. All allowances will be funded from the school's budget.

Rates of payment for travel and subsistence will be limited to the normal rates of payment for school staff as per the Trust's Expenses Policy.

The Trust Board undertakes to make all trustees/governors aware on an annual basis of what expenses can be claimed and the level of budget available to do so. Therefore, this Policy will be reviewed annually at first Trust Board meeting after the start of the Financial Year.