



Tudor Grange Academies Trust

Trustee and Local Governors' Allowances and Expenses Policy

Document title	Trustee and Local Governors' Allowances and Expenses Policy
Author/originator	C Key
Date of Approval/Review	12.07.23
Approving Committee	Trust Board
Version	1.4
Policy review date	Annual - July 2024

Highlighted sections of this policy to be localised by individual academy (delete this section when complete):

- Appendix 1, p4 – School name and designated contact

Date updated	Version	Change from last version
16.06.21	1.0	New document
14.07.21	1.1	Update to Appendix 2 Approved mileage rates to align with Trust Expenses policy
09.03.22	1.2	Update to Appendix 2 Approved mileage rates
22.06.22	1.3	Annual review Update to Appendix 1 to include claim form for mileage, update date in Appendix 3 Annual statement
12.07.23	1.4	Annual review update date in Appendix 3 Annual statement

Contents

1	Aims	2
2	Legislation and guidance	2
3	Overview	3
4	Monitoring arrangements	3
APPENDIX 1	Trustee and Local Governor claim form	4
APPENDIX 2	Approved mileage rates	6
APPENDIX 3	Annual Statement on Trustees and Local Governors' Allowances 2021	7

1 Aims

- 1.1 Each year the Chairman to the Trust Board states the position of the Trust Board in respect of Allowances paid to trustees and Local Governors (the Annual Statement). Appendix 3 sets out the current Annual Statement.
- 1.2 This policy sets out the terms on which such allowances will be paid.
- 1.3 By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2 Legislation and guidance

- 2.1 The DfE's [Governance Handbook](#) (section 4.7, pages 48-51) states Trusts are free to determine their own policy on the payment of allowances or expenses.
- 2.2 This policy complies with our funding agreement¹ and articles of association².

¹ [Tudor Grange Academies Trust Master Funding Agreement](#), paragraph 3.12 "The Secretary of State will pay GAG to the Academy Trust towards the normal running costs or capital expenditure of each of its Academies, including: (c) employees' expenses; (m) establishment expenses and other institutional costs"

² [Tudor Grange Academies Trust Articles of Association](#), article 6.5 "A Director may at the discretion of the Directors be reimbursed from the property of the company for reasonable expenses properly incurred by him or her when acting on behalf of the Company, but excluding expenses in connection with foreign travel"

3 Overview

- 3.1 Members of the Trust Board and Local Governing Bodies may claim allowances to cover expenditure necessary to enable them to perform their duties.
- 3.2 This does not include an attendance allowance, or payment to cover loss of earnings.
- 3.3 Members of the Trust Board and Local Governing Bodies may, subject to appendix 3 Annual Statement from the Chair to the Trust Board, claim allowances or expenses by completing a claim form (see appendix 1). Each Chairman will inform members annually to whom their allowances should be submitted.
- 3.4 Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.
- 3.5 Subject to the Annual Statement, Trustees and Local Governors may claim for:
 - Childcare
 - Care for elderly or dependent relatives
 - Extra costs incurred because they have a special need or English as a second language
 - Travel and subsistence costs
 - Telephone charges, photocopying, postage, stationery, etc.
 - Printer Ink
 - Other justifiable allowances
- 3.6 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of the Trust board or Local Governing Body before they are incurred.
- 3.7 The respective Chair (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.
- 3.8 Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4 Monitoring arrangements

- 4.1 This policy will be reviewed annually by the Trust Board or Local Governing Body as appropriate. Any amendments will be presented at a meeting of the Trust Board or Local Governing Body.

APPENDIX 1 Trustee and Local Governor claim form

[Academy name]

Trustee and Local Governor claim form

Name:

Address:

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: _____

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)	
Total expenses claimed	

This form should be submitted to **[name of individual and, where appropriate, postal address]** along with any relevant receipts.

Mileage claims should be detailed below

The form should be submitted within 1 term of the allowances being incurred.

Trustee and Local Governor claim form - Mileage

Name:

Claim period:

Vehicle registration:

Fuel:.....

To enable the Trust to reclaim VAT, please submit fuel receipts relevant to the month in which you are claiming. The value of your receipt does not need to match the value of the mileage claim, only the month for which you are claiming.

DATE OF TRAVEL	FROM	TO	MILEAGE	PURPOSE OF VISIT
Total:				
Amount due @ 45p per mile				

Total:

Amount due @ 45p per mile

Signature of claimant:

Date:

Signature of approving officer:

Date:

APPENDIX 2 Approved mileage rates

With effect from 1st March 2022, the Trust policy is to reimburse all mileage at £0.45 per mile.



Tudor Grange Academies Trust

Annual Statement on Trustees and Local Governors' Allowances 2023

Having discussed the payment of Trustees and Local Governors' allowances, and being aware that Trustees and Local Governors' may incur out of pocket expenses in carrying out their duties, the Trust Board has decided to pay allowances only for the following items:

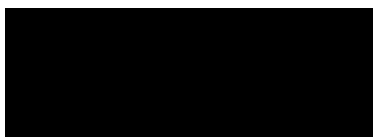
- Mileage expenses as per appendix 2
- Necessarily incurred expenses due to home working, such as printer inks.

No other allowances will be paid to Trustees and Local Governors at this time.

The application of this policy could be reviewed on an individual basis if it is felt that it would prevent a Trustee or Local Governor from being able to attend meetings.

This decision will be reviewed annually.

Signed:



Dr Peter Rock, Chair of the Trust Board

Date: 12/07/2023