



The Rosary Trust

A Catholic Education Trust

Trustees / Governors Allowances

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Trustee/Governor Allowances Policy

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Trust Boards the discretion to pay allowances from the school's annual budget allocation to trustees/ governors for certain allowances which they incur in carrying out their duties.

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

Trustee/Governor Allowances

All trustees/governors of The Rosary Trust will be entitled to claim the actual costs, which they incur as follows:

1. Trustees/Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee/Governor or representative of The Rosary Trust and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Trustee/Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board Body:
 - Childcare or babysitting 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;
 - The cost of travel relating only to travel to meetings/training courses at a rate of 45p pence per mile which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified in the Academy Financial Regulations, associated with attending national meetings or training events, unless these costs can be claimed from any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances as agreed by the Chair of Trustees (in advance of expenditure being made).

The Trust Board at the Rosary Trust acknowledges that:

- Trustees/Governors may not be paid attendance allowance;
- Trustees/Governors may not be reimbursed for loss of earnings;

Making an Expenses Claim

Trustees/Governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair of the Board, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Board or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of the Board (or Chair of Finance in respect of the Chair of the Board) if they appear excessive or inconsistent.

Governor Allowances Claim Form

Name:	Date:
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	£
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		