



KALEIDOSCOPE
Multi Academy Trust

Trustees / Governors’ Allowances Policy

Approved by: Kaleidoscope Trust Board
Next Review: November 2021

Date: November 2019

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1. Aims

The Trust Board / Local Governing Board (LGB) has decided to pay reasonable allowances from the Trust / academy's delegated budget to cover any costs that Members, Trustees or governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Member / Trustee or governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

3. Overview

Members of the governing board(s) may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board(s) may claim allowances by completing a claim form (see appendix 1) and submitting it to the individual Academy or the Trust Finance Office.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board 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.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Board Chair **before** they are incurred.

The chair of the Trust / LGB (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the approved mileage rates (currently 40p per mile).

4. Monitoring arrangements

This policy will be reviewed every year by the Trust Board. Any amendments will be presented at a meeting of the Trust Board.



Trustee Board Chair

27/11/19

Appendix 1: Trustee / Governor claim form

[School name]

Trustee / 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 the Academy or Trust Finance Office along with any relevant receipts.

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