



KALEIDOSCOPE
Multi Academy Trust

Trustees / Governors

Allowances Policy

Approved by: Kaleidoscope Trust Board
Next Review: November 2024

Date: November 2022

Contents

- 1. Aims
 - 22. Legislation and guidance
 - 23. Overview
 - 24. Monitoring arrangements
 - 3 Appendix 1: governor claim form
 - 3
-

1. Aims

The Kaleidoscope Multi-Academy Trust Board has decided to pay reasonable allowances from the relevant schools delegated budget to cover any costs that Members, Trustees or governors incur through carrying out their duties. In the case of Trustees and Members this payment is made from the central budget.

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, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

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

3. Overview

Trustees/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.

Trustees/Members of the governing board(s) may claim allowances by completing a claim form (see appendix 1) and submitting it to the individual school 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.

A handwritten signature in blue ink, appearing to read "Tristan Cop", with a long horizontal flourish extending to the right.

Trustee Board Chair

9/11/2022

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: _____

This form should be submitted to the relevant school office along with any relevant receipts.

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