



Date approved by Governors:

Date of review:

Signed:

POLICY FOR PAYING TRUSTEE/GOVERNORS' ALLOWANCES

Education (Governors' Allowances) Regulations 1999 allow greater opportunity for governors to be reimbursed for legitimate expenses. However, governing bodies retain the right to decide whether or not they will pay such expenses. All members of the governing body may vote on the general principles of the nature and rates of allowances, whether or not they have a direct financial interest. Where an individual governor's claim is under consideration that person should withdraw from the meeting.

This trust has agreed that trustees/governors may claim reimbursement for legitimate expenses, with effect from March 2017

The following will apply to any claims submitted:

- in accordance with the Regulations, allowances will be paid out of the school's annual budget allocation
- reimbursement will apply to all members of the trustees/governing body
- allowances for travel and subsistence may not exceed agreed rates.
- other legitimate expenses which will be reimbursed include;
 1. support for governors whose first language is not English
 2. expenses relating to telephone charges, photocopying, stationery, etc., supported where possible by a VAT receipt.
- any other type of claim submitted will be considered individually
- trustees/governors may not be paid attendance allowance
- governors may not be reimbursed for loss of earnings
- with regard to telephone charges, an itemised bill would need to be submitted
- payments will only cover expenses actually incurred.