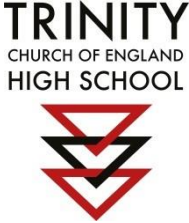


## GOVERNORS' ALLOWANCE POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Standing Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	20 <sup>th</sup> October, 2021
	<b>Date adopted:</b>	20 <sup>th</sup> October, 2021
	<b>Next review due by:</b>	During 2021/22 academic year

### AIMS, PURPOSE AND GENERAL PRINCIPLES

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members 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 governor on the grounds of cost.

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

### GOVERNORS' ALLOWANCES AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Members of the governing board 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.

Any claims are to be put forward in advance by contacting the school's Business Leader. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

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

The Chair of Governors (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 HM Revenue and Customs (HMRC) approved mileage rates.

### MONITORING AND EVALUATION

This policy will be reviewed by the Standing Committee and approved by the Full Governing Body.