

**Pinewood School Academy Trust  
Governors' Allowances**

<b>Approved by</b>	Resources Committee	<b>Effective From</b>	Dec 2025
<b>Review Frequency</b>	3 Year(s)	<b>Effective Until</b>	Dec 2028
<b>Version</b>	1.0		

**What does this Policy cover?**

The role of a School Governor/Trustee is unpaid. However, we are aware that the Education (Governors' Allowances) Regulations 2003 gives Governing Boards the discretion to pay allowances from the school's annual budget allocation to trustees for certain allowances which they incur in carrying out their duties.

We believe that paying trustees' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

**Who should read this policy and what are its aims?**

Intended Audience: Trustees

Key aims of this policy:

- To... make provision for the payment of allowances to trustees and associate members.
- To... To ensure that allowances must only cover the expenses incurred in a trustee's performance of their duties.

## Procedure

<b>Allowances – Specific categories</b>	<p>With the approval of the Governing Board, trustees may claim for the following:</p> <p>Childcare or baby-sitting allowances (excluding payments to a current or former spouse or partner)</p> <p>Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner)</p> <p>Additional costs incurred because:</p> <ul style="list-style-type: none"> <li>• Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (other than termly governors' and committee meetings held at the school) and training</li> <li>• Other costs such as:               <ul style="list-style-type: none"> <li>○ Telephone charges relating to school business and governance</li> <li>○ Translation charges</li> <li>○ Photocopying</li> <li>○ Stationery</li> <li>○ Postage</li> </ul> </li> </ul> <p>Trustees will not be:</p> <ul style="list-style-type: none"> <li>• paid attendance allowance</li> <li>• reimbursed for loss of earnings</li> </ul>
<b>Claims</b>	<p>The following procedure must be adhered to when making a claim:</p> <p>Claims must be made on the appropriate claims form (obtained from school office)</p> <p>All receipts must be attached to the form.</p> <p>All forms must be returned to the school within two weeks of the date when allowances were incurred.</p> <p>All claims will be submitted to the Resources Committee for approval.</p>
<b>Audit</b>	<p>All claims will subject to an independent audit.</p> <p>Excessive claims will be investigated.</p>

## Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.