

## LT2 Trustees/Governors Allowances Policy

<b>Name of Policy</b>	TRUSTEES/GOVERNOR ALLOWANCES POLICY	
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## Table of Contents

LT2 Vision, Mission and Values .....	3
Definitions .....	3
1. Organisation and Responsibilities .....	4
2 Allowable Items .....	5
3 Exclusions .....	5
4 Procedure .....	5
Appendix A – Trustees/Governors Expenses Claim Form .....	7
Appendix B – Approved Travel Rates .....	8

## LT2 Vision, Mission and Values

### Vision

Vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

### Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

### Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

**Kindness** – The quality of friendliness, generosity, and consideration

**Collaboration** – The belief that working and learning with others will lead to greater success

**Curiosity** – A strong desire to know and to learn

**Resilience** – The ability to recover quickly and learn from the difficulties we face

**Respect** – To appreciate the importance of understanding and admiration for others and self

**Endeavour** – The belief that hard work is needed to achieve something of which we can be proud

### Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

## 1. Organisation and Responsibilities

### 1.1 Introduction & Rationale

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. Based in the legislation on governors' allowances as set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#). The Trust Board pay allowances from the Trust/school's annual budget allocation to trustees/governors for certain allowances which they incur in carrying out their duties. The LT2 Trust Board hold to the principle that paying trustees'/governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

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

This policy applies to all staff employed by the Trust, and to external organisations, volunteers and other individuals working on the Trust/Schools behalf. Staff refers to all individuals working at all levels and grades, including the Headteacher, Heads of Department, members of the Senior Leadership Team, officers, Directors, employees, contractors, trainees, home-workers, part-time and fixed-term employees, casual and agency staff.

This policy does not form part of any individual's terms and conditions of employment with the Trust and is not intended to have contractual effect. It does set out the Trust's current practises and required standards of conduct. All are required to familiarise themselves with its content and comply with the provisions contained in it.

Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the Trust's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

### 1.2 Guidance under this Policy

The CFO is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

### 1.3 Related Policies and Procedures

- LT2 Governance Handbook

### 1.4 Review

This policy will be reviewed annually subject to statutory updates when HM Revenue and Customs update their guidance.

These procedures have been agreed by the board of trustees, who will approve them whenever reviewed.

## 2 Allowable Items

From 01 September 2013, all governors will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a trustee, governor or representative of an LT2 school, given that costs of greater than £100 are agreed by the CEO or Chair of Trustees before any such reimbursable costs are incurred.
2. Trustees/Governors will be able to claim for the following, on a case-by-case basis:
  - Where a Trustee/Governor does not have a spouse, partner or other responsible adult to care for the child/re, Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner). Claims will be limited to reimbursing the actual cost paid to a registered child minder. Where a Trustee/Governor does not have a spouse, partner or other responsible adult to care for the person, the cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner). Claims will be limited to reimbursing the actual cost paid to a carer
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language (actual cost incurred). For example, this may be where the organization does not provide facilities or equipment to enable an individual to communicate or take part in the activity in questions, claims will be limited to reimbursing the cost of, provision of a signer, audiotapes, braille documentation, translation of documents, provision of an interpreter or travelling and subsistence for a person providing support, as the case may be
  - The cost of travel relating only to travel to meetings/training courses at the rates specified in appendix B
  - Travel and subsistence costs (reasonable and necessary costs incurred), payable at the current specified rates, associated with attending national meetings or training events, unless these costs can be claimed from any other source
  - Telephone charges, photocopying, stationery, postage where the individual is unable to use the facilities of the school in the performance of any duty
  - Any other justifiable costs reasonably incurred as a result of governor duties

## 3 Exclusions

Trustees/Governors may not be paid attendance allowances or for loss of earnings

## 4 Procedure

Trustees/governors wishing to make a claim under these arrangements should agree the reimbursable costs in principle with the chair/CEO **before** they are incurred. They should then complete a claims form (see appendix A) with receipts attached. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. They should then return it to the clerk/school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the relevant Executive Leader for final approval.

Claims will be subject to independent audit and may be investigated by the CEO (or CFO acting on their behalf where this is appropriate) if they appear excessive or inconsistent.

Travel expenses where a trustee/governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

**Appendix A – Trustees/Governors Expenses Claim Form**

<b>Name:</b>	
<b>Address:</b>	
<b>Claim Period:</b>	

<b>Date</b>	<b>Details</b> (Please specify expense type e.g. childcare, travel/subsistence etc.)	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
	<b>TOTAL:</b>			

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 clerk to the governing board or the exec assistant to the CEO along with any relevant receipts.

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

<b>Authorised Signature:</b>	<b>Date:</b>

### Appendix B – Approved Travel Rates

The table below shows HMRC’s current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p
Public Transport	Actual cost incurred	