



# Trustee & Governor Allowance Policy

For the Following Academies:

Connaught Junior School  
Holy Trinity Primary School  
Windlesham Village Infant School  
Crawley Ridge Infant School  
Crawley Ridge Junior School

This Trustee & Governor Allowance Policy was approved and adopted by the Trust Board: Spr 2024  
It will be reviewed: Spr 2025

This Policy Statement has been developed with reference to the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The regulations give the TAMAT Board Trustees and the Local Academy Governing Bodies the discretion to pay expenses, from the TAMAT or local Schools' annual budget allocation to trustees/Local Governing Body for certain costs incurred in carrying out their duties.

The TAMAT Trust Board view the regulations as good practice and believe that paying Trustees' expenses, in specific circumstances, as set out below, is appropriate in ensuring equality of opportunity and inclusion of all members of the community who serve as Trustees/Governors and is therefore an acceptable use of TAMAT and local schools' funds.

The Trust Board acknowledges that expenses can only be paid to Trustees for costs incurred but does not include loss of earnings. Trustees, and Local School Governors, are volunteers and as such cannot be remunerated for their service.

Trustees of all TAMAT schools can claim the actual costs which they incur as follows:

- Reasonable expenses incurred in carrying out their duties, as a Trustee or Governor of TAMAT, will be agreed in advance by the CEO or the local Chair of Governors before any costs are incurred.

The Trust Board recognises that the following are legitimate costs that may be considered reimbursable:

- Childcare costs (excluding payments to a current/former spouse/partner or family member)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse/partner or family member)
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- The cost of travel relating only to travel to meetings/training courses other than those held at TAMAT offices, at a rate in line with relevant HM Revenue & Customs guidelines
- Travel and subsistence costs, in line with HM Revenue & Customs guidelines, associated with attending national meetings or training events, unless these costs can be claimed from any other source.
- Any other justifiable allowances, which must be agreed, in advance, for Trust Board by the Chair or Vice Chair of the Trust Board or for Local Governing Body firstly by their School's Chair of the LAB.

Trustees wishing to make claims under these arrangements, once prior approval has been given, should complete a claim form (obtainable from the CFO of TAMAT or the local school's Office Manager), attaching receipts, and return it to the CFO for Trust Board or the Local School's Office Manager, within two weeks of the date when the expense is incurred.

The expense claim will then be passed to the CEO or the Chair of Governors of the Local Academy Board, or, in their absence, the Vice Chair or Chair of the Resources Committee for approval.

Claims may be subject to independent audit and may be investigated by the Chair of the Trust Board, (or Chair of the Resources Committee in respect of claims made by the Chair of the Trust Board), if they appear excessive or inconsistent.