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Members, Trustees and Local Governors Allowances Policy

#GV1

**Last amended 29th September 2025**

**To be reviewed no later than August 31st 2028**

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**Common abbreviations and acronyms**

|  |  |  |  |
| --- | --- | --- | --- |
| **AA** | Admissions Authority | **HASH** | Herefordshire Association of Secondary Heads |
| **AAI** | Adrenaline Auto-Injector (Epi Pen) | **HBV** | Honour Based Violence |
| **ACM** | Asbestos Containing Materials | **HR** | Human Resources |
| **AFH** | Academies Financial Handbook | **H&S** | Health and Safety |
| **AHT** | Assistant Headteacher | **HoS** | Head of School |
| **AIR** | Attendance Intervention Reviews | **HSE** | Health and Safety Executive |
| **APIs** | Application Programme Interfaces | **ICO** | Information Commissioners Office |
| **BAME** | Black, Asian and Minority Ethnic Backgrounds | **IHP** | Individual Healthcare Plan |
| **BCP** | Business Continuity Plan | **IRMS** | Information and Records Management Society |
| **BFR** | Budget Forecast Return | **IWF** | Internet Watch Foundation |
| **CAMHS** | Child and Adolescent Mental Health Services | **KCSIE** | Keeping Children Safe in Education |
| **CEO** | Chief Executive Officer | **KS1/2/3/4** | Key Stage 1/2/3/4 |
| **CFO** | Chief Financial Officer | **LAC** | Looked After Child |
| **CIF** | Condition Improvement Fund | **LADO** | Local Authority Designated Officer |
| **CIN** | Child in Need | **LGB** | Local Governing Body |
| **CLA** | Children Looked After | **LLC** | Low-Level Concerns |
| **CMIE** | Child Missing in Education | **LSA** | Learning Support Assistants |
| **COO** | Chief Operating Officer | **MASH** | Multi-Agency Safeguarding Hub |
| **COSHH** | Control and Substances Hazardous to Health | **MAT** | Multi-Academy Trust |
| **CP** | Child Protection | **MFA** | Multi-Factor Authentication |
| **CPD** | Continuing Professional Development | **MFL** | Modern Foreign Language |
| **CSCS** | Children’s Social Care Services | **NCSC’s** | National Cyber Security Centres |
| **CSE** | Child Sexual Exploitation | **NPQEL** | National Professional Qualification in Executive Leadership |
| **CTIRU** | Counter-Terrorism Internet Referral Unit | **PA** | Persistent Absence |
| **CWD** | Children with Disabilities | **PAN** | Published Admission Number |
| **DBS** | Disclosure and Barring Service | **PECR** | Privacy and Electronic Communications Regulations |
| **DDSL** | Deputy Designated Safeguarding Lead | **PEP** | Personal Education Plan |
| **DfE** | Department for Education | **PEEP** | Personal Emergency Evacuation Plan |
| **DHT** | Deputy Headteacher | **PEx** | Permanent Exclusion |
| **DSE** | Display Screen Equipment | **PLAC** | Previously Looked After Child |
| **DSL** | Designated Safeguarding Lead | **PP** | Pupil Premium |
| **DPO** | Data Protection Officer | **PSHE** | Personal, Social and Health Education |
| **EAL** | English as an Additional Language | **PSED** | Public Sector Equality Duty |
| **ECT** | Early Career Teacher | **PTFA** | Parent, Teacher and Friends Association |
| **EHA** | Early Help Assessment | **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |
| **EHCNA** | Education, Health and Care Needs Assessment | **RHE** | Relationships and Health Education |
| **EHCP** | Education, Health and Care Plan | **RSHE** | Relationships, Sex and Health Education |
| **EHE** | Elective Home Education | **SALT** | Speech and Language Therapist |
| **ELSA** | Emotional, Literacy and Support Assistant | **SARC** | Sexual Assault Referral Centre |
| **ESFA** | Education and Skills Funding Agency | **SBM** | School Business Manager |
| **EVC** | Educational Visit Coordinator | **SCCs** | Standard Contractual Clauses |
| **EWO** | Education Welfare and Safeguarding Support Officer | **SDQ** | Strengths and Difficulties Questionnaire |
| **EYFS** | Early Years Foundation Stage | **SEMH** | Social, Emotional, and Mental Health |
| **FBV** | Fundamental British Values | **SENCO** | Special Educational Needs Coordinator |
| **FGM** | Female Genital Mutilation | **SEND** | Special Educational Needs and Disabilities |
| **FOI** | Freedom of Information | **SLA’s** | Service Level Agreements |
| **FSM** | Free School Meals | **STEM** | Science, Technology, Engineering and Maths |
| **FTS** | Find a Tender Service | **TA** | Teaching Assistant |
| **GAG** | General Annual Grant | **TCAT** | Three Counties Academy Trust |
| **GDPR** | General Data Protection Regulation | **VSH** | Virtual School Headteacher |
| **GIAS** | Get Information about Schools |  |  |
| **GPA** | Government Procurement Arrangement |  |  |

**Statement of intent**

At Three Counties Academy Trust (TCAT), we are dedicated to good practice and ensuring equality through school processes.

The governance of schools in England is deeply rooted in the principle of voluntary service, but academies have the opportunity to decide whether they wish to pay expenses to Members, Trustees and Governors. We believe that no Member, Trustee or Governor should be out-of-pocket in respect to carrying out their duties on behalf of TCAT and, therefore, that the payments of expenses for Members, Trustees and Governors are important in ensuring equality for all members of the TCAT community.

Weencourage all Members, Trustees and Governors to submit claims for reasonable expenses incurred whilst carrying out their duties.

This policy has been created with the aim of ensuring all Members, Trustees and Local Governors receive reimbursements for any expenses where TCAT has benefitted from the individual attending in their duty.

NB. Please note, TCAT has a Trust Board, and assign Local Governing Bodies as sub-committees of the Trust Board. The Trust Board comprises of Trustees, and Local Governing Bodies comprise of Local Governors. Members have specific responsibilities with an academy trust. This policy covers all categories of Member, Trustee and Local Governor.

# Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

* The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
* DfE (2024) ‘Maintained schools governance guide’

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

* Conflicts of Interest Policy (GN13)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

# Roles and responsibilities

The Chair of the Trust Board and CFO will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Members, Trustees and Local Governors will be responsible for:

* Only making claims for reimbursements in line with the conditions outlined in this policy
* Following the procedure outlined in this policy when making a reimbursement claim

# Governors’ allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), TCAT may decide to reimburse Members, Trustees and Local Governors, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which Members, Trustees and Local Governors can claim from TCAT. Members, Trustees and Local Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which Members, Trustees and Local Governors may make a claim will be agreed by the Chair of the Trust Board in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the Chair of the Trust Board and the CFO following submission of a claim form evidenced with receipts to the Governance Professional. Any payments to Members, Trustees and Local Governors will only be authorised if the Chair of the Trust Board has deemed the circumstances to be beneficial to TCAT or a TCAT school and relevant to their role within the governance function of TCAT.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

# Expenses eligible for reimbursement

Members, Trustees and Local Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Chair of the Trust Board:

**Travel (no subsistence will be considered)**

* Claims for expenses may be made for travel between the Member, Trustee or Local Governor’s household and the TCAT Central Offices or TCAT school, which will not exceed the annual level of mileage rates published by [HMRC](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances)
* The nature of the visit must be specific to their role on the board, e.g. governors’ meetings, training courses, etc
* Payments will be reimbursed for use of public transport, upon production of a valid receipt
* The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt

**Childcare**

* In cases where a Member, Trustee or Local Governor does not have a spouse or family member to care for a child when the Member, Trustee or Local Governor must attend meetings relating to the work of the Trust Board or Local Governing Body, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £50 per meeting
* Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the Member, Trustee or Local Governor must be absent due to their governing duties

**Specific needs**

* Members, Trustees or Local Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties
* The circumstances in which Members, Trustees or Local Governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc

**Telephone charges, photocopying, stationery, etc.**

* Claims for reimbursements can be made where a Member, Trustee or Local Governor is unable to use TCAT Central Offices or a TCAT school’s facilities for any of the above
* Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted

This list is not exhaustive, and The Chair of the Trust Board on behalf of TCAT may decide to reimburse in other instances; however, this must be agreed in advance by the Chair of the Trust Board. Where the Chair of the Trust Board submits a claim for reimbursement this will be approved by the Vice-Chair of the Trust Board.

No claims will be considered for remote attendance at meetings or free online training.

# Procedure for claiming expenses

Members, Trustees or Local Governors should claim expenses as soon after any meeting as reasonably possible and no later than 28 days from the date of the meeting. Claims will be made using an agreed claim form and submitted to the Governance Professional who will collate forms and forward to the Chair of the Trust Board and the CFO for consideration.

Claims will not be reimbursed unless authorised by the Chair of the Trust Board (or Vice-Chair for a claim made by the Chair of the Trust Board) and the CFO. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the Chair of the Trust Board may refuse requests.

Claims can be made using the form in Appendix A.

# Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders and the Governance Professional who in turn will alert Local Governing Body Clerks

The next scheduled review date for this policy is 31st August 2028.

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| --- |
| Signed by: |
|  | Executive Headteacher/CEO | Date: |  |
|  | Board appointed Trustee | Date: |  |

# Appendix A: Members, Trustees and Local Governors Allowances Claim Form

# A logo with blue and red text  AI-generated content may be incorrect.

This claim form must be submitted with evidence/receipts to support the claim within 28 days of the last Trust Board or LGB meeting

**Section one**

|  |  |
| --- | --- |
| **Name of Member, Trustee or Local Governor** | **Date** |
| **Date of expenditure** | **Details of expenditure** | **Claim** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total claim**  | **£** |

I certify that the above expenses are actual and necessary.

|  |  |  |
| --- | --- | --- |
| **Signature of Member, Trustee or Local Governor** |  | **Date** |
| **Signature of Chair of the Trust Board** |  | **Date** |
| **Signature of the Chief Finance Officer** |  | **Date** |

I certify that payment for the above expenses has been received.

|  |  |
| --- | --- |
| **Designation: Member, Trustee or Local Governor** |  |
| **Name** |  |
| **Amount received (£)** |  |
| **Signature** |  |
| **Date** |  |