



The Athelstan Trust

Director and Governor Expenses Policy

| Date of Review | Approved by | Date of Approval | Next Review | Website |
|----------------|-------------|------------------|-------------|---------|
| March 2017 | Board | 23/3/17 | March 2018 | Yes |

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give the Trust discretion to pay allowances from the annual budget allocation to directors and governors for certain costs incurred in carrying out their duties. The Athelstan Trust believes that paying directors and governors' allowances, in specific categories as set out below, is a way of ensuring equality of opportunity for all members of the community and so is an appropriate use of Trust funds. The specific items allowable reflect this objective.

1. Directors and Local Governors will be able to claim allowances if they relate to duties carried out in their role as Directors or Local Governors of The Athelstan Trust. These allowances are agreed by the Board/Local Governing Body Chair and the Chief Financial Officer and must be justified before any reimbursable costs are incurred.
2. Directors and Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board of Directors:
 - a) Childcare or baby sitting allowances (excluding payments to current/former spouse or partner or regular childcare commitments)
 - b) Cost of care arrangements for an elderly or dependent relative (excluding payments to current/former spouse or partner or regular care commitments)
 - c) The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
 - d) The cost of travel relating only to travel to meeting/training courses at same rate as agreed for employed school personnel
 - e) Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless the costs can be claimed from the LEA or any other source
 - f) Telephone charges photocopying, stationery, postage etc.
 - g) Any other justifiable expenses.

The Athelstan Trust acknowledges that

- Directors and Local Governors may not be paid an attendance allowance
- Directors and Local Governors may not be reimbursed for loss of earnings. Directors and Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to the Chief Financial Officer within two weeks of the date when the allowances were incurred.