

# The GALLERY TRUST



A community of special schools

## Member, Trustee and Local Academy Board Member Allowances Policy

Date of Policy	September 2022
Approved at Finance and Personnel	July 2022
Date of review	September 2023
SLT Lead	Chief Operating Officer
Signed: Chief Executive Officer	_____
Chair of Trustees	_____

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) Regulations 2013. These regulations give the Trustees the discretion to pay allowances from the Trust's annual budget allocation to members, trustees and Local Academy Board (LAB) members for certain allowances which they incur in carrying out their duties. The Gallery Trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

All members, trustees and LAB members of The Gallery Trust are entitled to claim the actual costs, which they incur as follows:

1. Providing the allowances are incurred in carrying out their duties, as a representative of the school or The Gallery Trust, and are agreed by the Chair of Finance and Personnel Committee that they are justified before any reimbursable costs are incurred.
2. For the following, on a case-by-case basis and with the prior approval of the trustees:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
  - 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 at the HMRC mileage rate
  - Travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from any other source
  - Telephone charges, photocopying, stationery, postage etc
  - Any other justifiable allowances.

The trustees confirm that:

- Members, trustees and LAB members may not be paid attendance allowance
- Members, trustees and LAB members may not be reimbursed for loss of earnings

It is a requirement of the Education Skills Funding Agency that details of all claims submitted by members, trustees and LAB members are declared in the Trust's Annual Reports and Financial Statements.

Claims under these arrangements, once prior approval has been obtained from the Chair of Finance and Personnel Committee, should be made by completion of a claims form (see Appendix 1), attaching receipts where possible, and return it to the Chief Operating Officer of the Trust within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Finance and Personnel Committee.

Claims will be subject to independent audit.

**The Gallery Trust**  
**Claim form, Members, Trustees and LAB members**

Name:	Name of School:
Address:	Date:
Postcode:	Claim Period:

I claim the total sum of £..... for expenses as detailed below. I attach receipts to support my claim.

Signed..... Date .....

	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

Chair of Finance and Personnel Committee

Signed ..... Date .....

This form should be submitted to:

Chief Operating Officer  
The Gallery Trust  
j.horne@thegallerytrust.co.uk