



The Southfield Trust

Governors Trustees & Members Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give the discretion to pay allowances from the trust's annual budget allocation to governors, members and trustees for certain allowances which they incur in carrying out their duties. The Trust believes that in paying these allowances in specific categories as set out below, is important in 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.

Governors, trustees and members may claim allowances providing the allowances are incurred in carrying out their duties, as a Governor/trustee/member or representative of The Southfield Trust. Governors, trustees and members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trustees:

1. Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
4. The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
5. 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 these costs can be claimed from the LA or any other source;
6. Telephone charges, photocopying, stationery, postage etc;
7. Any other justifiable allowances.

The Trustees acknowledge that:

- governors, trustees and members may not be paid attendance allowance;
- governors, trustees and members may not be reimbursed for loss of earnings.

Governors, trustees and members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Offices), attaching receipts where possible, and return it to the school within six weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of trustees. If agreed, payment will be made and claims will be presented to the Business Manager (which meets Terms 1/3/&5) for retrospective final approval. *In the unlikely event of a claim not being approved by the Business Manager any monies paid will need to be returned.*

Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent.



THE SOUTHFIELD TRUST Governors/Trustees/Members Claims Form

Name:	Date:
Address:	
Post Code:	Claim Period:

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

Signed.....

Approval Signature:Chair of Trustees

Approval Signature: Vice Chair of Trustees

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors/trustees/members with special needs		
Support for governors/trustees/members 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)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the Clerk to Governors. This will then be passed to the Executive Head Teacher for approval.