



## The Circle Trust Document: **Governance Allowances Policy**

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Owner:	Finance Trustees
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### Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	18.7.18	Exec Head	New Document	First release
1.1				
1.2				
1.3				

## **Purpose of the Policy**

The primary purpose of this policy is to set out the principles for the financial management of The Circle Trust.

### **1. Introduction**

- 1.1. The Circle Trust is committed to work with absolute financial integrity and recognises the importance of proper stewardship of public funds.
- 1.2. This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003.
- 1.3. The Circle Trust believes that paying allowances for governance as set out in this policy is important in ensuring equality of opportunity for anyone to serve as a Member, Trustee or Local Advisor. Please refer to [The Circle Trust's Equality Policy](#).

### **2. The Aims and Objectives of the Governance Allowances Policy**

- 2.1. The Circle Trust had developed this policy to be clear about who can claim governance allowances, when and how allowances might be claimed. This policy:
  - 2.1.1. Shows all stakeholders that The Circle Trust manages its finances in a fair, transparent, consistent, considered and responsible way
  - 2.1.2. Gives clarity regarding the responsibilities of Trustees, the Executive Headteacher, Local Advisory Boards and Headteachers

### **3. The Potential Benefits of an effective Governance Allowances Policy**

- 3.1. An effective Governance Allowances Policy will add value to The Circle Trust, supporting the Trust's objectives by:
  - 3.1.1. Ensuring appropriate stewardship of all Trust finances
  - 3.1.2. Protecting the Trust's assets
  - 3.1.3. Protecting the Trust's reputation
  - 3.1.4. Ensuring compliance with all legislation

#### **4. Roles and responsibilities**

4.1. The Trustees have a fundamental role to:

- 4.1.1. Agree the Governance Allowances Policy ensuring the policy is in line with The Circle Trust's core values
- 4.1.2. Ensure that any Member or Trustee request for governance allowance is considered and a decision formally recorded in minutes
- 4.1.3. Regularly review the Governance Allowances Policy approve changes or improvements to key elements of its processes and procedures
- 4.1.4. Follow in all respects The Academies Financial Handbook

4.2. The Executive Headteacher with the Chief Finance Officer will:

- 4.2.1. Operationally adhere to the Governance Allowances Policy
- 4.2.2. Follow in all respects The Academies Financial Handbook

4.3. The Local Advisors will:

- 4.3.1. Adhere to the Governance Allowances Policy
- 4.3.2. Ensure that any Local Advisor request for governance allowance is considered and a decision formally recorded in minutes

4.4. The Headteacher will:

- 4.4.1. Operationally adhere to the Governance Allowances Policy

#### **5. Allowances**

- 5.1. Members, Trustees and Local Advisors will be entitled to claim the actual costs, which they incur as long as the allowances are incurred in carrying out their duties, and are agreed by the Trustee Finance Committee or Local Advisors Resources Committee to ensure that they are justified before any reimbursable costs are incurred.
- 5.2. Allowances will be considered on a case by case basis and must have prior approval of Trustees Finance committee in the case of Members or Trustees and Local Advisors Resource Committee in the case of Local Advisor.

- 5.3. Allowances for Members and Trustees will be claimed from The Circle Trust's central budget and allowances for Local Advisors will be claimed from the school where they serve as Local Advisor.
- 5.4. Acceptable allowances include:
  - 5.4.1. Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - 5.4.2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - 5.4.3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - 5.4.4. The cost of travel relating only to travel to meetings/training courses at a rate of commensurate per mile (and which does not exceed) the specified rates for school personnel;
  - 5.4.5. Telephone charges, photocopying, stationery and postage
- 5.5. Unacceptable allowances include:
  - 5.5.1. Payment for the attendance at meetings
  - 5.5.2. Loss of earning through the attendance at meetings
- 5.6. Members, Trustees or Local Advisors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Chief Finance Officer), attaching receipts where possible, and returned within two weeks of the date when the allowances were incurred
- 5.7. Final approval for payment will be paid by the Executive Headteacher only with minuted evidence from Finance Trustee meetings for Members and Trustees and Local Advisor Resource Committee in the case of Local Advisor.
- 5.8. Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Chair of Members in respect of the Chair of Trustees) if they appear excessive or inconsistent.