



Diocese of Norwich  
Education and  
Academies Trust

**Cawston**  
**Church of England**  
**Primary Academy**  
**Governor / Trustee**  
**Allowances Policy**

<b>Policy Type:</b>	<b>Trust Core Policy</b>
<b>Approved By:</b>	<b>DNEAT Board of Trustees</b>
<b>Approval Date:</b>	<b>23/9/16</b>
<b>Date Adopted by LGB:</b>	<b>22 11 16</b>
<b>Review Date:</b>	<b>September 2017</b>
<b>Person Responsible:</b>	<b>Academies Executive Officer</b>

## **Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies whether relating to an individual academy or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All governors, trustees and employees of the Academy Trust are subject to the Trust's policies.

## **Governor / Trustee Allowances**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. It applies to both Trustees / Directors on the Trust Board and Governors on the Local Governing Body.

It is illegal for governors / trustees / directors to receive any remuneration for their work as trustees, other than payment of reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of governor / trustee / director of the academy / trust. It is right however for them to not be out of pocket as a result of their duties.

The Diocese of Norwich Education and Academies Trust believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governor / trustee / director for all members of the community and so is an appropriate use of funds. The specific items allowable reflect this objective.

All serving on the Trust Board or a Local Governing Body of one of the trust's academies will be entitled to claim the actual costs, which they incur where the allowances are incurred solely in carrying out their duties as a governor / director or representative of the Academy or Trust.

Governors / trustees / directors will be able to claim for the following:

- The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for Academy personnel;

- Travel and subsistence costs, payable at the specified rates for Academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc.

3. Governors / trustees / directors will be able to claim for the following only in exceptional circumstances and subject to the prior approval of the Chairman of Governors and /or the Sponsor:

Overnight accommodation and subsistence costs

4. Governors / trustees / directors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Local Governing Body / Trust Board:

- Childcare or baby-sitting 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 Diocese of Norwich Education and Academies Trust acknowledges that:

- Governors / trustees / directors may not be paid attendance allowance;
- Governors / trustees / directors may not be reimbursed for loss of earnings.

Governors / trustees / directors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the Clerk) on a termly basis, attaching receipts in all cases, and return it to the Academy / Trust when they will be submitted for approval to the Chair of the Local Governing Body / Chair of Trust Board.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Trust Finance Lead Officer in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.