

## Policy Essential Information

**Title:** **Governors' and Trustees' Allowance Policy**

**Date Approved:** **July 2018**

**Last Reviewed:** **June 2019**

**Next Review:** **June 2021**

**Status:** **Statutory**

**Delegation:** **Headteacher**

**Review Frequency:** **Every 3 years**

**Policy Locations:** **SharePoint**

Version number:	1.3		Target Audience:	All staff / governors / parents and carers
Date issued:	July 2018		Reason for version change:	Review Cycle
Date of next review:	July 2021		Name of owner/author:	Finance Director

## Governors' and Trustees' Allowance Policy

All governors of Pinner High School and trustees of Harrow Academies Trust are entitled to claim the actual travel costs which they incur when travelling to meetings/training courses not held at Pinner High School.

Requests will be considered on a case-by-case basis and require ***the prior approval of the Chair of Governors or Chair of Trustees as appropriate***. Where travel is by car, mileage will be paid at a rate of 45 pence per mile.

First/Business class travel is not permitted.

No other costs will be reimbursed and governors and trustees will not be paid attendance allowances and not be reimbursed for loss of earnings for attending any meetings, training courses or other duties.

Governors or trustees wishing to make claims under these arrangements, once prior approval has been given, should complete a claim form (obtainable from the Clerk or school Finance Director), attaching receipts and signed by the Chair of Governors/Trustees, and return it to the school within two weeks of the date when the costs were incurred. These will then be submitted to the Finance Officer for processing as per the usual financial procedures.

Claims are subject to independent audit and may be investigated by the Chair of Governors/Trustees or his/her representative if they appear excessive or inconsistent.