

# PINNER

## HIGH SCHOOL

Policy	Governors' and Trustees' Allowance Policy
Date of Review	June 2021
Reviewed By	Claire Tarling
Date of Approval	14 <sup>th</sup> July 2021 (operational from 1 <sup>st</sup> September 2021)
Approved By	Board of Trustees
Date of Next Review	June 2024
Statutory/Non Statutory	Non Statutory
Website/Non Website	Non Website

## 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 Finance 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.