



**ALLOWANCES FOR MEMBERS,
DIRECTORS, AND MEMBERS OF
SCHOOL BOARDS POLICY**

Allowances for Members, Directors, and Members of School Boards Policy

DATE OF POLICY: May 2018

DATE OF REVIEW: May 2020

Member of staff responsible for policy review:

Chief Finance Officer – Tim Robb

Signed..........**Executive Head**

Signed..........**Chair of Directors**

Allowances for Members, Directors, and Members of School Boards Policy

The payment of allowances, in specific categories, as set out below, is important in ensuring equality of opportunity in order to serve on Trust bodies and so is an appropriate use of funding.

The specific items, listed below, reflect this:

- Support for Members, Directors, and Members of School Boards with special needs
- Support for Members, Directors, and Members of School Boards whose first language is not English
- Travel to meetings and training courses
- Travel and subsistence to national meetings or training events
- Telephone charges
- Postage
- Photocopying
- Stationery

Unless there is a specific and agreed need, the costs of IT equipment will not usually be refunded. Claims for subsistence or for travel should not be excessive. Travel by train should be standard class only. Where subsistence is to be paid, this will not include payment for alcohol.

Members, Directors, and Members of School Boards wishing to make a claim under these arrangements should complete a claim form (obtainable from the relevant Clerk), attach receipts where possible, and return it to the relevant school within two weeks of the date when the cost was incurred. They will be submitted for approval to the relevant Chair or to the Executive Head.

This policy will be reviewed every two years by the Coastal Academies Trust Board, and is binding on all schools within the Trust. In the event that this policy is inconsistent with legislation or other legal requirements, formal direction or guidance from the Secretary of State for Education, or the Trust's Articles of Association, then this policy should be amended to maintain consistency.