



The  
St Gregory the Great  
Catholic Academy Trust

*'Where love exists, it does great things'*

# Policy and Procedure

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## Governor Allowances

**Reviewed**

**and approved by:** The Finance and Resources Committee

**Approval date:** 18<sup>th</sup> November 2021

**Review due:** 17<sup>th</sup> November 2022

**Version:** 1

## Definitions

In this document, unless the context otherwise requires, the following expressions shall have the following meanings:

**'Academy Council'** means local governing body.

**'Trust'** refers to The St Gregory the Great Catholic Academy Trust.

**'Headteacher'** means the lead person in each school.

**'Executive'** means the Trust CSEL (Catholic Senior Executive Leader) and/or the Trust CFO (Chief Financial Officer)

**'Governors'** means the governors appointed to the Academy Council of the individual school and the Directors of the Trust.

**'Trustees'** means directors of company number 10785982 (St Gregory the Great Catholic Academy Trust) as registered at companies house

**'School/schools'** refers to the academies within SGTG.

## **This policy statement has been developed in accordance with:**

The Governance Handbook October 2020 (For academies, multi-academy trusts and maintained schools)

These regulations give Academy Councils the discretion to pay allowances from the school's annual budget allocation to governors/trustees for certain allowances which they incur in carrying out their duties. The St Gregory the Great Catholic Academy Trust believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors/trustees of St Gregory The Great will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St Gregory the Great and are agreed by the Steering Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - 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);
  - Travel and subsistence costs, payable at the current rates associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source (<http://www.hmrc.gov.uk/rates/travel.htm>);
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

## **The Board of trustees acknowledges that:**

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. The claim will then be submitted for consideration before approval by the Chair of the Academy Council to be presented to the Finance and Resources Committee (which meets at least once a term) for final approval.

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

This Policy will be reviewed by the Finance and Resources Committee annually and must be signed by the Chair of the Academy Council/Trust Board and Headteacher.



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**All policies are written in line with our Trust Mission Statement:**

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

**St Gregory the Great Catholic Academy Trust** is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

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**Diocese of Leeds**  
**Vicariate of Education**