



Trustee and Governor Allowances Policy

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved:		For review:	
February 2024		February 2027	

Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

Introduction

The Bosco Catholic Education Trust recognises and appreciates the valuable role that trustees and governors play in the running of the Trust. We recognise that they give up their time freely and generously for the benefit of our pupils and in the service of the Lord.

It is not intended that trustees or governors make any financial contribution to the running of the Trust. They should all feel able to claim any reasonable expenses incurred in the performance of their duties.

Trustees and governors are reminded that allowances claimed count as a related party transaction for the purposes of charity law and a summary disclosure of amounts claimed is required in the Trust’s Annual Report and Financial Statements.

What can be claimed

Trustees and governors may claim travel and subsistence in line with the expenses policy which applies to staff.

In addition, trustees and governors may also apply for the reimbursement of care and other costs which have been necessarily and exclusively incurred for the purposes of the Trust in course of their official duties.

How to Claim

Allowances should be claimed using the Mileage and Expenses Form in the Finance Manual. A copy of this can be obtained from any school business manager or from the Trust Office Manager.

No one should approve their own claims. Claim forms should be approved by:

- The Chair of the Local Governing Committee in the case of a governor at a school
- The Chair of the Trust Board in the case of a chair of a Local Governing Committee or a Trustee
- Two trustees in the case of the Chair of the Trust Board.

The approved claim along with any supporting receipts should be sent for payment to:

- The relevant school business manger, in the case of a governor
- The Chief Finance Officer, in the case of a trustee.

Summary of key changes since the version approved by the Board in February 2021:

- *Name of policy changed to make it clearer that it also applies to trustees*
- *Introduction clarified to make it clearer that trustees and governors should feel able to claim allowances.*
- *The link to the expenses policy clarified in the “what can be claimed” section*
- *The process updated to reflect best practice and current forms in use.*