

SIR GRAHAM BALFOUR SCHOOL



GOVERNANCE ALLOWANCES POLICY

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

CHANGE CONTROL

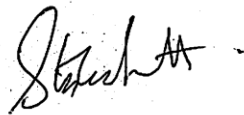
Date	Issue	Details of change
09/01/17	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
22/06/2021	1.0	Policy Reviewed – No Changes
30.06.2021	1.0	Policy Reviewed – No Changes

Next Review	June 2025
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AUTHORISATION

Approved at Trust Board Meeting on 30.06.2021.

Signed:



30-6-21

Chair of Trust Board

Date

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INTRODUCTION

This document formally documents the agreement of the Board of the Sir Graham Balfour Multi-Academy Trust School in relation to Member, Trustee and Local Governing Body (LGB) member Allowances.

AIM

The aim of this policy is to clearly specify the circumstances under which Members, Trustees or LGB members may or may not claim allowances.

POLICY

Members, Trustees or LGB members will not claim any allowances for attending any of the following:

- Trust Board Meetings.
- Trust Committee Meetings.
- LGB Meetings.
- Meetings of any LGB associated sub-committee.
- Training sessions.
- Staff Interviews.
- Individual Academy Presentation Evenings or Productions.
- Any other activities that take place on the premises of any of the Trust Academies.
- Visits to feeder schools of any of the Trust Academies.
- Any other activities relating to their position that takes place within 8 miles of the Trust base or the Academy site to which their position relates.

In exceptional circumstances the above may be overridden and an individual may be reimbursed for return travel costs from their home to carry out any of the above activities within an 8 mile radius of the Trust base or the Academy to which their appointed role relates provided:

- The individual claim has received prior authorisation by a Trust Board member or the Chief Executive officer, or, the LGB Chair or Headteacher, as appropriate.
and
- The resulting reimbursement does not cause the total such monies received by the individual to exceed £150 in that Academic Year.

If individuals detailed above are required to attend activities involving a distance in excess of an 8 mile radius then, subject to prior approval of the order of magnitude of the expense by a Trust Board member, the Chief Executive Officer, their LGB Chair or Headteacher, they may claim reimbursement for reasonable travel costs, mileage or public transport, and subsistence. Payment of any such expenses will be made through the staff expense reimbursement process with the claim also being countersigned by the Trust Board or LGB Chair as appropriate.

MONITORING and EVALUATION

This policy will be monitored and evaluated by the Trust Board every 4 years or more frequently if legislation or experience suggests it appropriate to do so.