



Fioretti Trust

Trustee and Governors Allowance Policy

Approved by:	FAR Committee	Date: 07.10.2025
Last review:	October 2025	
Next review:	October 2026	Cycle: Annual

This policy supersedes all previous Trustee and Governor Allowance Policy.



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1. Principles and Aim

Fioretti Trust recognises that our schools derive significant benefit from individuals serving their governing duty. The Fioretti board of Trustees has decided to pay reasonable allowances from the delegated budgets to cover costs that the board and committee members incur through carrying out their duties. Fioretti Trust believes that reimbursing expenses for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

The Fioretti board of Trustees has decided to pay reasonable allowances from the Trust's delegated budget to cover any costs that board members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Academy trust governance guide](#) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

3. Overview

Members, Trustees and Local Governors may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members, Trustees and Local governors may claim allowances by completing a claim form and submitting it to the CFO (s.buttigieg@fioretti.co.uk).

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the Trust board and Local Governing Boards may claim for:

- **Childcare**
 - Where a Trustee or Local Governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees, approved governor training/conferences or is otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. If committee meetings fall within times of the before/after school club, Trustees/Local Governors may use this facility with negotiation with Head of School / Headteacher.
- **Care for elderly or dependent relatives**
 - Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

- **Extra costs incurred because they have a special need or English as a second language.**
 - Where the school or governing body does not provide facilities or equipment to enable a Trustee / Local Governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
 - The translation of documents or provision of an interpreter may be met in circumstances similar to a Trustee/Local Governor with special needs.
- **Travel and subsistence costs**
 - Mileage may be claimed where the distance between the Trustee /Local Governors' home and the school or other venue which Trustee /Local Governors are required to attend on business related to the work of the governing body or trust board (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several Trustee /Local Governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the trust/school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.
- **Telephone charges, photocopying, postage, stationery, etc.**
 - Stationery costs (or similar) may be reimbursed where the Trustee / Local Governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body/trust board. Trustees / Local Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
- **Any other justifiable allowances**
 - To be pre-approved by the Chair of Trustees or CEO

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Trustees or CEO before they are incurred.

The Chair of Trustees (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Member, Trustee or Local Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 1).

4. Monitoring Arrangements

This policy will be reviewed every three years. Any amendments will be presented at a meeting of the Trustees.

5. Links to other policies

Financial Policy and Procedures

Appendix 1 – approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#)

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes (including electrically assisted pedal bike)	20p	20p