



Trustee/Governor's Allowance Policy

Approved by:	Trust Board	Date: May 2024
Next review due by:	May 2027	

Contents

1. Aims	3
2. Legislation and guidance	3
3. Overview	3
4. Monitoring arrangements	4
Appendix 1: Trustee/Governor claim form.....	5
Appendix 2: approved mileage rates	Error! Bookmark not defined.

1. Aims

The Character Education Trust Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that Members/Trustees/Governors 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 Trustee/Governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) 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 of the Trust Board/Local Governing Body 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 of the Trust Board/Local Governing Body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk of the Trust Board and Local Governing Body.

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 governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Trust Board/Local Governing Body **before** they are incurred.

The Chair of the Trust Board/Local Governing Body (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 governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every three years by Trust Board. Any amendments will be presented at a meeting of the Local Governing Body.

Appendix 1: Trustee/Governor claim form

Character Education Trust - Trustee/Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for Trustee/governor expenses as detailed below. I have relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to The Clerk, Character Education Trust/Local Governing Body along with any relevant receipts.

The form should be submitted within 30 days of the expenses being incurred.

Appendix 2: 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 M
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p