



Policy	Trustee and Academy Council Members Allowances
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Approved by	Trust Board
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Contents:

1. Aims
 2. Legislation and guidance
 3. Overview
 4. Monitoring arrangements
- Appendix Claim Form

1. Aims

The Trust Board has decided to pay reasonable allowances to cover any costs that Trustees and Academy Council members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, the Trust seeks to ensure that no member of the community is prevented from becoming a Trustees or Academy Council member on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that Trust Boards are free to determine their own policy on the payment of allowances and expenses.

This policy complies with the Trust funding agreement and articles of association.

3. Overview

Trustees and Members of Academy Councils may claim allowances to cover expenditure necessary to enable them to perform their duties.

Trustees and Academy Council members:

1. cannot claim 'an attendance allowance' for attending committee meetings
2. cannot be reimbursed for loss of earnings.

Trustees and Academy Council may claim allowances by completing a claim form obtainable from the Committee Clerk (see appendix 1).

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

Trustees and Members of Academy Councils 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 or Academy Council **before** they are incurred.

The Trust Chair (or the vice-chair, where appropriate) of the appropriate governing body 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.

4. Monitoring arrangements

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

Appendix 1: Claim form

[Trust or Academy name]

Claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached 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 Trust or Academy Clerk, along with any relevant receipts. They will then be forwarded to the Chief Finance Officer.

The form should be submitted within six weeks of the expenses being incurred.