



Trustees' allowances and expenses policy

Written by	Billy Hutt
Approved by Trustees	March 2025
Date for Review	March 2026

Contents

1. Aims	3
2. Legislation and guidance	3
3. Overview	3
4. Monitoring arrangements	5
5. Data Protection Statement:	5
Appendix 1: The Coppice Primary School Trustee Claim Form	6
Appendix 2: Approved mileage rates (Mar 2025)	7

1. Aims

The Board of Trustees has decided to pay reasonable allowances from the school'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 Trustee 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

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states that:

School Trustees provide a voluntary service and cannot be paid for their role as a Trustee.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a Trustee and does not include payments for attendance at meetings or to cover loss of earnings. However, Trustees can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as Trustee (**see further detail below**). Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt. Members of the Board of Trustees may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the Board of Trustees may claim allowances by completing a claim form (**see appendix 1**) and submitting it to The Clerk to the Board of Trustees.

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 Board of Trustees may claim for:

- **Childcare**

Where a Trustee does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that Trustee attends meetings of the board, its committees or in otherwise representing the school or Board of Trustees; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a babysitter.

- **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 Trustee 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 Board of Trustees does not provide facilities or equipment to enable a Trustee 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 with special needs.

- **Travel and subsistence costs**

Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website.

Mileage allowance will be reimbursed at the rate of 45p per mile. An allowance of 20p per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

Mileage may be claimed where the distance between the Trustee's home and the venue which the Trustee is required to attend on business related to the work of the Board of Trustees (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the 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.**

These may be reimbursed where the Trustee is unable to use the facilities of the school in the performance of any duty on behalf of the Board of Trustees. Trustees 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.

- **Other justifiable allowances**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Board of Trustees and the Pay, Personnel and Finance Committee **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.

4. Monitoring arrangements

This policy will be reviewed every year by the Board of Trustees. Any amendments will be presented at a meeting of the full Board of Trustees.

5. Data Protection Statement:

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
Trustee's Allowances and Expenses Policy	Detailing procedure relating to Trustee Expenses	To ensure a fair, equitable and open process linked to Trustee Expenses	Trustees	On the school shared drive (P-Drive)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
✓		

Appendix 1: The Coppice Primary School Trustee Claim Form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

This form should be submitted to The Clerk to the Board of Trustees along with any relevant receipts.

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

Appendix 2: Approved mileage rates (Mar 2025)

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	20p	20p