



inspiration innovation integrity

TRUSTEE & GOVERNANCE ALLOWANCE POLICY

DOCUMENT INFORMATION – FRONT SHEET

Please note - this policy cannot be changed and will be published on the Trust website with a link published on the School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the Trust website [here](https://www.lifemultiacademytrust.org.uk/governance/policies/) or follow this link - <https://www.lifemultiacademytrust.org.uk/governance/policies/>

POLICY DETAILS

| POLICY OWNER/AUTHOR | NEW POLICY | CURRENT POLICY - REDRAFT/AMENDMENTS | |
|---------------------|------------|-------------------------------------|---|
| Head of Governance | No | Yes | <i>If Yes please provide brief details of changes below in the version history section and highlight changes in yellow.</i> |

VERSION HISTORY

| VERSION NO & DATE | No. 2, 09.12.2024 | | | | |
|--------------------------|---|-------------|------------|--------------|---------------------------------|
| VERSION DETAIL & CHANGES | New policy approved by the Trust Board on the 17 th August, 2023 | | | | |
| PREVIOUS REVIEW DATE | N/A | NEXT REVIEW | 31.12.2027 | REVIEW CYCLE | 3 years unless guidance changes |

APPROVAL INFORMATION

| DATE APPROVED/REVIEWED | 09.12.2024 | APPROVED BY | Trust Board |
|-----------------------------|------------|---|-------------|
| UNION CONSULTATION REQUIRED | No | IF YES, PLEASE STATE DATE OF CONSULTATION | N/A |

*delete where applicable



1. AIMS

The Trust Board has decided to pay reasonable allowances from the School's budget (Governors) and Central Budget (Trustees) 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, the Trust Board will ensure that no member of the community is prevented from becoming a Trustee or Governor on the grounds of cost.

2. LEGISLATION AND GUIDANCE

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that the Trust Board and Boards in Academy Trusts are free to determine their own policy on the payment of allowances and expenses.

3. OVERVIEW

Members of the Trust and Local Governing Boards 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 and Local Governing Boards may claim allowances by completing a claim form (see Appendix 1) and submitting it to the relevant Chair (Vice Chair in the case if the Chair). 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 and Local Governing Boards 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 Local Governing Board **before** they are incurred.

The Chair of the Trust Board or LGB (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 Trustee or Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

APPENDIX 1: TRUSTEE & GOVERNOR CLAIM FORM

[School name]

Name:

Address:

Claim period: _____ Month/Year

Date of visit/meeting etc _____

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 | | | | | | | | | |
| TELEPHONE CHARGES, PHOTOCOPYING, POSTAGE OR STATIONERY | | | | | | | | | |
| OTHER (PLEASE SPECIFY) | | | | | | | | | |
| TRAVEL OR SUBSISTENCE | Please complete the columns below | | | | | | | | |
| Dates | <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | |
| | | | | | | | | | |
| Mileage x by rate listed on the next page | <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | |
| | | | | | | | | | |
| Total expenses claimed | | | | | | | | | |

This form should be submitted to **[name of individual and, where appropriate, postal address]** along with any relevant receipts.

The form should be submitted within 28 days of the expenses being incurred.

APPENDIX B: 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 | 20p | 20p |