



**NEWENT COMMUNITY SCHOOL
AND SIXTH FORM CENTRE**

TRUSTEE ALLOWANCES POLICY

Committee Assigned: FINANCE & RESOURCES

Type of Policy: STATUTORY

Date approved: JANUARY 2023

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SLT Author: AP

Trustee allowances policy

The board of trustees has developed this policy in accordance with the provisions of the Academy Trust Handbook 2021 and the trust's articles of association. Trustees should ensure that they are aware of the Charity Commission's guidance for trustees CC11: Trustee expenses and payments.

The duties of trustees are varied and this policy outlines how the trust pays trustee allowances from the school annual budget to support them as they carry out their duties. Trustees are a key part of the school leadership, therefore using part of the school budget in this way is an effective use of funding. This policy outlines the good practice guidelines that are in place to help us ensure that there is equality when it comes to spending and that all school funds are being used in a way that best supports our school community.

All expenses claims submitted by trustees must be met from the school's delegated budget. Payment can be made from any other source of income to the school (e.g. private funds) if the person providing those funds is made aware that they might be used for that purpose.

1. Eligible allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Trustees are entitled to claim the actual costs for the following on a case-by-case basis:

- The extra costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Childcare or babysitting while the trustee is attending meetings of the trust board, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the trustee is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where trustees are required to travel to meetings of the trust or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used, the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Car parking charges may also be reimbursed upon production of a receipt. Receipts must be provided for claims.
- Subsistence allowances, such as for meals that would otherwise not have been purchased up to a maximum amount as follows:
 - Breakfast £10.00
 - Lunch £10.00
 - Dinner £20.00
 - Overnight Stay (B&B) £90.00

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the chair of trustees in advance of the costs being incurred where this is practicable.

Trustees will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings.

2. Making a claim

Trustees who wish to make a claim must fill out an expense claims form, which can be obtained from the clerk to trustees. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The chair of trustees will approve claims and claims forms should be addressed to them.

Claims will be investigated by the chair of trustees if they appear excessive or inconsistent. Action may be taken against any trustee who submits misleading claims.

This policy will be reviewed annually

Newent Community School & Sixth Form Centre

Trustee Expense claim form

Name..... Date.....

Expense claim (list additional expenses on back of form)

Date	Expense	Amount
	Total:	

Mileage expense claim (list additional expenses on back of form)

Date	Expense	Amount
	Total:	

I certify that this is a true and accurate claim for approved expenses incurred by me whilst carrying out work directly related to my duties as a school governor and that no payment has been received for them. I request reimbursement for the costs listed on this form to the total amount of:

Total expense claimed:	
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Claimant's Bank Details – for reimbursement via BACS

Bank..... Name on account.....

Sort Code..... Account Number.....

Claimant's signature Date

Certified by:

Name (Chair of Trustees)

Signature Date

Approved / processed by:

Name (Business Manager)

Signature Date