NEWENT COMMUNITY SCHOOL
AND SIXTH FORM CENTRE

TRUSTEE ALLOWANCES POLICY

Committee Assigned:	**FINANCE & RESOURCES**
Type of Policy:	**STATUTORY**
Date approved:	**OCTOBER 2026**
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SLT Author:	**SCHOOL BUSINESS LEADER**

Trustee allowances policy

The Board of Trustees has developed this policy in accordance with the provisions of the Academy Trust Handbook 2026 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's 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 trustee expense claims will be met from the Trust's budget and accounted for in accordance with the Trust's financial procedures. 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:

- Reasonable costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Reasonable costs of 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).
- Reasonable costs of any care arrangements for an elderly or dependent relative needed to attend a meeting of the Trust. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- Reasonable telephone charges, photocopying or stationery charges 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. Unless the cost of 1st class travel would be cheaper than standard class, 1st class travel is not covered by the policy. Car parking charges may also be reimbursed upon production of a receipt. Receipts must be provided for claims.
- Reasonable subsistence and accommodation allowances incurred when attending meetings on behalf of the Trust or training events for the Trustee role that cannot be claimed from another source, such as for meals that would otherwise not have been purchased
- Travel expenses where a Trustee uses their own vehicle must not exceed the HM Revenue and Customs Approved Mileage Allowance payment of 55p per mile for the first 10,000 business miles and 25p per mile thereafter

- Where alternative travel is used, (Rail/Bus) the lowest practical fare/rate should be selected within the permitted class of travel.

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.

As Trustees are providing a voluntary service, they will not:

- be paid an attendance allowance; or
- 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. All claims must include evidence of the expenditure, i.e. receipts where available, and claims must be made within four weeks of the expense being incurred. The Chair of Trustees will approve claims and claims forms should subsequently besubmitted to the Finance Office for payment. . Any claims submitted by the Chair of Trustees will be approved by the School Business Leader.

Claims will be investigated by the Chair of Trustees and/or the School Business Leader if they appear excessive or inconsistent. Action may be taken against any trustee who submits misleading claims.

Trustee expenses will be recorded and disclosed in the Trust's annual accounts in accordance with the Academies Accounts Direction and applicable accounting requirements

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 or trustee 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:	

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 .....