





To inspire, enrich and nurture so each individual reaches their full potential

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The HCFS is a company limited by Guarantee Registration number 07648654

Trustees' Allowances Policy

September 2024

To be reviewed biennially in the Autumn Term

Next Review: September 2026

History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	Oct 2021	SBM - L Baker	Principal – Victoria Hobson	Policy Created
Issue 2	September 2022	PA - S Venn	Principal – Victoria Hobson	Policy updated to reflect change of wording from governor to trustee and other references to the trust.
Issue 3	September 2024	Jonathan Durbin	Victoria Hobson	

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1. Aims

The trust board 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 [academy trust governance guide](#) 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

Members of the trust board 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 board may claim allowances by completing a claim form (see appendix 1) and submitting it to the School Business Manager.

Allowances will only be paid on the provision of a receipt, or, for mileage claims evidence of the start and destination, and will be limited to the amount shown on the receipt or HMRC rates for mileage.

Members of the trust board 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 (except for travel to Trust meetings);
- 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 Principal, **before** they are incurred.

The Chair of Trust (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 uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring Arrangements

This policy will be reviewed biennially by the School Business Manager and Principal. Any significant amendments will be presented at a meeting of the full Trust Board.

Appendix One – 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:

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 School Business Manager with any relevant receipts and within one week of the expenses being incurred.

Appendix Two – 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