



The Academies for Character and Excellence

Trustees and Advocates Allowances and Expenses Policy

Reference: BS/TLT/Finance

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1. Who should use this policy

- 1.1 This policy will apply to all Local Advocates and Trustees of The Trust in relation to claiming expenses whilst on governance duty. This is to be read in conjunction with the Trust's Expenses Policy.

2. Aims

- 2.1 The Trust will pay reasonable allowances from the Trust's delegated budget to cover any costs that board Trustees and Advocates incur through carrying out their duties.
- 2.2 This policy sets out the terms on which such allowances will be paid and should be read in conjunction with the Trust's Expenses policy.
- 2.3 By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Advocate on the grounds of cost. This policy also reaffirms the Trust's commitment to ensuring equality of participation for all Trustees and Advocates in line with the Trust's values and mission statement.
- 2.4 Trustees and Directors cannot be paid attendance allowances or for any loss of earnings.

2. Legislation and guidance

- 2.1 The schools governance guide states that boards in academies are free to determine their own policy on the payment of allowances and expenses, following guidance set by the Charity Commission on Trustee Expenses and payments.

3. Overview

- 3.1 Members of the strategic board and local committees may claim allowances to cover expenditure necessary to enable them to perform their duties.
- 3.2 This does not include an attendance allowance, or payment to cover loss of earnings.
- 3.3 Members of the strategic board and local committee may claim allowances by completing a claim form (see appendix 1) and submitting it to your clerk. Your clerk will seek approval from the Headteacher and chair of the local committee who will send the claim to the Central Services team for processing. The Governance Professional to the strategic board will seek approval from the CFO and the CEO.
- 3.4 Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.
- 3.5 Members of the strategic board and the local committee may claim for:
 - a. Childcare - Where a Trustees/Advocates does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that Trustees/Advocates attends governance meetings, its committees or in otherwise representing the Trust, school or local committee; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby-sitter.
 - b. 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 Trustees/Advocates would have provided during the period of their absence.
 - c. Advocates with a special need - where the local committee does not provide facilities or equipment to enable an advocate for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the reasonable cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and

- d. Extra costs incurred because they have a special need or English as a second language- The translation of documents or provision of an interpreter may be met in circumstances similar to a Advocates with special needs.
 - e. Travel and subsistence costs- Advocates will not be reimbursed travel from their home to their school, however costs will be reimbursed should they travel to other schools within the Trust on training or governance duties etc. Costs will be in line with the Expenses policy.
 - f. Telephone charges, photocopying, postage, stationery, etc.- These may be reimbursed where the Trustees/Advocates is unable to use the facilities of the school in the performance of any duty on behalf of the board or local committee. Trustees and Advocates 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.
 - g. Other justifiable allowances- Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the chair of the local committee and the Headteacher before they are incurred. The CEO and Chief Finance Officer will approve costs for the Directors.
- 3.6 The CFO may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.
- 3.7 Travel expenses where a Governors uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2)

Appendix 1: Expenses Claim Form

NB - Claim forms to be requested from your clerk



Trustee / Advocate claim form – Delete where appropriate

School (if Advocate):

Name:

Address:

Claim period:

I claim the total sum of £_____ for Governors 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 Lisa Borrill, Finance Officer, c/o Totnes St John's Primary School, Pathfields, Totnes, TQ9 5TZ along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred and sent to the Central Services team, Finance for processing to the address as above.

Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/travel-expenses).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p