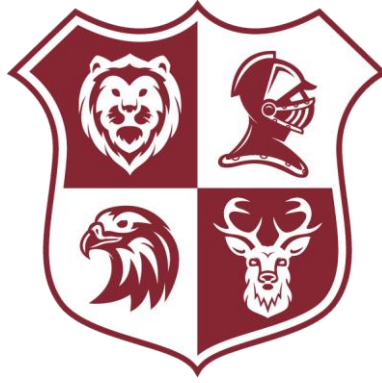


Trustee Expenses



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	CFO
DATE APPROVED BY Head/SLT	November 2024
GOVERNING BODY OR COMMITTEE RESPONSIBLE	FARC
DATE OF FINANCE AUDIT & RISK APPROVAL	November 2024
REVISION DUE DATE	November 2027

At this trust, we are dedicated to good practice and ensuring equality throughout school processes. The Board of Trustees plays a key role in the success of the Academy. Trustees should be supported in respect to carrying out their duties on behalf of the academy and therefore payment of expenses for trustees is important in ensuring equality for all members of the school community.

This policy has due regard to the statutory legislation and guidance, including the following:

- The Charity Commission 'Trustee expenses and payments'
- DfE (2024) 'Academy Trust Governance Guide'
- ESFA (2024) 'Academy Trust Handbook'

All Trustees of Noadswood School are entitled to claim the actual costs, which they incur as follows:

Trustees will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee or representative of Noadswood School, and are agreed by the Headteacher or CFO that they are justified before any reimbursable costs are incurred.

Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the Trust Board:

- Car mileage allowance (at HM Revenue and Customs Authorised Mileage Rate currently 45p per mile)
- Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 24p per mile)
- Public Transport Costs (actual cost incurred)
- Bicycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 20p per mile)
- Meals (reasonable and necessary costs incurred)
- Childcare or care for a dependent (actual cost incurred) Where a trustee does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care when attending Trustee meetings or representing the school or Board of Trustees; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.
- Support for Trustees with special needs (actual cost incurred) Where the school or Board of Trustees does not provide facilities or equipment to enable a trustee for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- Support for Trustees whose first language is not English (actual cost incurred) The translation of documents or provision of an interpreter may be met in circumstances similar to a trustee with special needs.
- Telephone Calls, copying, stationery etc (actual cost incurred)
May be reimbursed where the trustee is unable to use the facilities of the school in the performance of any duty on behalf of the Board of Trustees. Trustees must keep a written

record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

The Trust Board at Noadswood acknowledges that:

Trustees may not be paid attendance allowance; Trustees may not be reimbursed for loss of earnings. Allowances of properly incurred expenses are not a payment to trustees for their services, nor do they count towards any kind of personal benefit.

Trustees wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Trustees or Chair of Finance to be presented to the Finance Audit and Risk Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Trustees (or Chair of Finance Audit and Risk Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

The Board of Trustees will monitor, evaluate and review these payments periodically and at least when HM Revenue and Customs update their guidance.

Claims Form

Trustee Allowances Policy Noadswood School

Name:	Name of School:
Address:	Date:
Postcode:	Claim period:

I claim the total sum of £ for Trustee Expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p
Childcare/babysitting expenses		
Care arrangements for elderly or dependant relative		
Support for Governors with special needs		
Support for Governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the Finance Manager.