



**ALL SAINTS  
MULTI ACADEMY TRUST**  
BIRMINGHAM  
GOD'S LOVE IN ACTION

# Trustee & Governors allowance Policy

**All Saints Multi Academy Trust**

<b>Approved by:</b>	Trust Board	<b>Date:</b> 2.05.2023
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## Mission Statement

**Teach children in the way they should go and when they are older, they will not depart from it**

Children are at the heart of everything we do. Through Christian values, relationships, living and learning together we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of self belief, mutual respect and belonging to build the foundations for happy and successful lives

## 1. Aims

The board of trustees has decided to pay reasonable allowances from the trust's delegated budget to cover any costs that board members or governors 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 or governor on the grounds of cost.

## 2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

## 3. Overview

Members of the trust board and local academy 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 or local academy board may claim allowances by completing a claim form (see appendix 1) and submitting it to The Head of Operations.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the trust board or local academy 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
- 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 Executive Headteacher **before** they are incurred.

The chair of trustees (or chair of governors, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a trustee or governor 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 every 2 years by the board of trustees.

## Appendix 1: Trustee/governor claim form

### All Saints Multi Academy Trust Birmingham

#### Trustee / Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for trustee/governor 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)	
<b>Total expenses claimed</b>	

This form should be submitted to the Head of Operations along with any relevant receipts.

The form should be submitted within 1 week of the expenses being incurred.

## Appendix 2: 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