



Trustee and Governor Allowances Policy

Review Due:	September 2027
Last Review	September 2026
Applicable to:	All Trust Schools
Reviewed By:	SV
Approved By:	Reviewed and approved by Board of Trustees September 2026

Comments:

This policy is reviewed annually in line with DfE requirements. It includes guidance for Governors and Trustees relating to claims they are able to make for expenses incurred in the line of their duties. It also provides a template claim form.

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1. Aims

The Trust Board agrees to pay reasonable allowances from its schools' delegated budgets (or the central Trust budget for Trustees and Members) to cover any costs that Trustees or Governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid. The Board of Trustees recognise their responsibility to ensure public funds are well managed in the best interests of students and achieve value for money.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Member, Trustee or Governor on the grounds of cost.

2. Legislation and guidance

The [Academy Trust Governance Guide](#) says are free to determine their own policy on the payment of allowances and expenses, in line with their Articles.

[Trustees should have regard to the Charity Commission Guidance on Trustee Expenses and Payments.](#)

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

3. Overview

Members, Trustees or Governors 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, Trustees or Governors may claim allowances by completing a claim form (see Appendix 1) and submitting it to either the Trust or School Office

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt and should be submitted within one month of the expense being incurred.

Members, Trustees or Governors 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 Trust's Finance Director (Members/Trustees) or Headteacher (Governors) **before** they are incurred. The Trust Finance Team may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Governor or Trustee uses their own vehicle are set at the below rates, which align with the Trust's reimbursement of staff:

451cc to 999cc: 46.9 per mile

Above 1000cc: 52.2p per mile.

4. Monitoring arrangements

This policy will be reviewed annually by the Trust Board and may be delegated to the Finance, Audit and Risk Committee.

Appendix 1: Trustee/governor expense claim form

The Partnership Trust

Member/Trustee/Governor expense claim form

School Name:

Claimant Name:

Address:

Claim period:

I claim the total sum of £_____ for trustee/governor expenses as detailed below. I have attached relevant receipts/supporting information 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 finance department at Mulberry Lodge (for Trustees and Members) or the relevant School Business or Office Manager (for Governors) along with any relevant receipts.

The form should be submitted within one month of the expenses being incurred.

