

Trustees Allowances Policy

Reviewed by: Finance, Staffing and Premises Committee

Reviewed: October 2025

Contents

1.0 Aims	2
2.0 Legislation and guidance.....	2
3.0 Overview	2
4.0 Monitoring arrangements	3
Appendix 1: Trustee Claim Form.....	4
Appendix 2: Approved Mileage Rates	5

1.0 Aims

- 1.1 The trustee 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.
- 1.2 This policy sets out the terms on which such allowances will be paid.
- 1.3 By adopting this policy, we will ensure that no member of the community is prevented from becoming a trustee on the grounds of cost.

2.0 Legislation and guidance

- 2.1 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.
- 2.2 This policy complies with our funding agreement and articles of association.

3.0 Overview

- 3.1 Members of the trustee board 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 trustee board may claim allowances by completing a claim form (see appendix 1) and submitting it to Ritchie Jackman, Chief Finance Officer, Katharine Lady Berkeley's School, Wotton-under-Edge, Gloucestershire, GL12 8RB.
- 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 trustee board may claim for:
 - 3.5.1 Childcare
 - 3.5.2 Care for elderly or dependent relatives
 - 3.5.3 Extra costs incurred because they have a special need or English as a second language
 - 3.5.4 Travel and subsistence costs
 - 3.5.5 Telephone charges, photocopying, postage, stationery, etc.
 - 3.5.6 Other justifiable allowances

3.6 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Trustees (or in their absence the Vice-Chair) before they are incurred.

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

3.8 Travel expenses where a trustee uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4.0 Monitoring arrangements

4.1 This policy will be reviewed every three years by the Finance, Staffing and Premises committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: Trustee Claim Form

Katharine Lady Berkeley's School
Wotton-under-Edge
Gloucestershire
GL12 8RB

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	

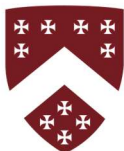
This form should be submitted to Ritchie Jackman, Chief Finance Officer, Katharine Lady Berkeley's School, Wotton-under-Edge, Gloucestershire, GL12 8RB along with any relevant receipts.

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

KLB



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk