

Denefield School

Trustees' Expenses and Allowances Policy

Approved by Resources Committee on	14 March 2024
Date of next review	March 2025
Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Not statutory
Policy owner	Finance and Business Director
Location of policy	Denefield School website

Trustees' Expenses and Allowances Policy



Purpose

The Trust Board plays a key role in the life of Denefield School and individual trustees should not be deterred from playing their full part because of incidental costs. This policy sets out what expenses trustees may reasonably claim for in the course of their duties.¹

Allowances and expenses

Trustees may claim for:

- additional costs of providing facilities or equipment to enable a trustee with special needs to take part in relevant activities.
- travel costs by public transport (actual costs incurred), or by car (at the HMRC approved mileage rate (currently 45p per mile for cars, 24p per mile for motorcycles, 20p per mile for bicycles).
- reasonable and necessary subsistence costs associated with attending relevant meetings and events, except where these costs can be claimed from any other source.
- telephone calls, photocopying, stationery, and other reasonable expenses. (actual cost incurred) where the trustee is unable to use the facilities of the school in the performance of a duty carried out on behalf of the Trust Board. Where possible trustees must keep a written record or obtain a receipt relating to the expenditure incurred.
- the actual costs incurred for childcare or baby-sitting expenses paid to a registered childminder or carer (excluding payments to a current or former spouse or partner), for a dependent requiring care when the Trustee is attending meetings or carrying out school business.
- support for trustees with special needs (actual cost incurred) where the school does not provide facilities or equipment to enable a trustee, for example, to communicate or otherwise take part in an activity.

Trustees may not claim for:

- attendance allowance
- reimbursement for loss of earnings
- expenses in connection with foreign travel (6.5 of Articles of Association).

Claims should be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the expenses form attached to this policy. Claims should be approved by the Chair of Trustees. Claims should be approved by the Chair of Trustees. Claims made by the Chair of Trustees should be approved by the Vice Chair of Trustees or Head Teacher.

Other Payments to trustees

Academy trustees are subject to the same duties as charity trustees and must comply with charity law. This means that they can only receive payment for carrying out academy trustee duties if this payment is specifically allowed by the academy's governing document or has authorisation from the Charity Commission. Article 6.7 of Denefield's Articles of Association

¹ Duties would normally include attending meetings or training courses, or carrying out school visits.

sets out the circumstances in which trustees may receive a benefit. In summary, trustees may only receive payment for services when they are acting other than as a trustee.

Academy trusts must also comply with the restrictions on transactions with related parties in the Academy Trust Handbook, which apply to academy trustees, members, and those connected with them.

Monitoring and evaluation

The Trust Board will monitor, evaluate, and review these payments periodically. Claims will be subject to independent audit under the school's audit arrangements.

Related information and policies

Guidance on trustee expenses and payments is set out in:

- Section 4.7.1 of the [Governance Handbook](#)
- Section 5.36 and 5.37 of the [Academy Trust Handbook 2023](#)
- Charity Commission guidance for trustees: [CC11 Trustee expenses and payments](#).

TRUSTEE EXPENSES CLAIM FORM

Name:	
Address	Date:
Post Code	Claim Period

I claim reimbursement for the sum of £ _____ for the expenses detailed below. I have attached relevant receipts to support my claim.

I confirm I have incurred these expenses carrying out my duties as a trustee of Denefield School.

Signed Date.....

Authorised by Date.....

Purpose / detail of claim		
Name of event:		Date:
Location:		

Travel expenses			£	p
Car (£0.45 per mile)	Total miles	Amount		
Train (actual cost)				
Bus (actual cost)				

Other expenses			£	p
Car park				
Meals and subsistence				
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Total expenses claimed		
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Bank details where payment should be made:

Account name:

Account no: Sort Code:

Office use:

Received: COT: FBD:

Paid by BACS: Date paid:

Please submit this form, together with receipts, to the Finance Office finance@denefield.org.uk