



Trustees' Allowances and Expenses

The King's School
Cadhay Lane
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EX11 1RA

Policy Change Control

Policy Owner	Clerk to Trustees
Approved By	Board of Trustees
Date of Last Approval	17/10/2024
Next Revision Due	October 2025

Date	Version	Person	Change / Action
21/03/2016	1.0	Trustees	Adoption of Policy
02/05/2017	1.1	SBM	Update to template and format
22/05/2017	1.1	SBM	Review – No update required
13/07/2017	1.1	Trustees	Approval by Board of Trustees
03/07/2018	1.1	SBM	Review – No update required
12/07/2018	1.1	Trustees	Approval by Board of Trustees
20/06/2019	1.2	SBM	Review – No update beyond terminology change from Governors to trustees
12/07/2019	1.2	Trustees	Approval by Board of Trustees
29/11/2021	1.3	SBM	Review – Very minor formatting and grammar change
09/12/2021	1.3	Trustees	Approval
28/11/2022	1.3	SBM	Review – No changes required
07/12/2022	1.3	Trustees	Approval
02/10/2023	1.3	Clerk	Review – No changes required
13/09/2024	1.3	Clerk	Review – No changes required
17/10/2024	1.3	Trustees	Approved

POLICY STATEMENT ON TRUSTEES' ALLOWANCES AND EXPENSES

The Board of Trustees plays a key role in the success of the Academy. Individual Trustees should not be deterred from playing their full part because of incidental costs. Therefore, it is proposed that the following expenses can be claimed (using the Academy's official Reimbursement of Trustees' Expenses claim forms):

1. Car mileage allowance (at HM Revenue and Customs Authorised Mileage Rate currently 45p per mile)
2. Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 24p per mile)
3. Public Transport Costs (actual cost incurred)
4. Bicycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 20p per mile)
5. Meals (reasonable and necessary costs incurred)
6. 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.

7. 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.

8. 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.

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

Claims should normally be made within one month from when the expense was incurred and should be supported by receipts and records of journeys undertaken on the forms available from the finance office. Claims shall be approved by the Chair of Trustees.