



Trustees' Allowances Policy

Coordinator	Helen Edwards
Review Frequency	Every 3 years
Policy First Issued	2007 (as part of financial procedures)
Last Reviewed	November 2023
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by LT on	23 rd January 2024
Does this policy need to be agreed by Trustees? If yes, which committee?	Yes Board
Agreed by Trustees on	24 th January 2024
This policy is communicated by the following means:	
Trustees	Trustee consultation when policy reviewed and agreed. On Trustee portal.
Staff	Policy folders on staff SharePoint
Parents	School website – parent Trustees
Students	n/a

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1. Introduction

The Governance Handbook (s4.7.1) states that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles of association.

The Board of Trustees of Clapton Girls' Academy believes that paying trustees' allowances for certain items is important in ensuring equality of opportunity to serve as a trustee for all members of the community and so is an appropriate use of academy funds.

2. Acceptable Allowances

All trustees of Clapton Girls' Academy are entitled to claim reimbursement for costs incurred wholly in carrying out their duties as a trustee or representative of the academy, with approval from the Board of Trustees.

Claims may be made against the following costs:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner) where the trustee is the primary carer for the child.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) where the relative is living with the trustee.
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
- CGA promotes sustainable travel and will pay the necessary cheapest journey by bus, tube or train. Receipt or proof of purchase is required.
- If driving is the only option available to a Trustee, the cost of travel relating only to travel to meetings/training courses will be reimbursed at a rate of 21 pence per mile for petrol. A petrol receipt is required.
- Travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from any other source
- Telephone charges, photocopying, stationery, toner cartridges, postage etc.;
- Any other justifiable allowances.

3. Unacceptable Allowances

Trustees may not be paid attendance allowance or reimbursed for loss of earnings.

4. Making a Claim

Trustees wishing to make claims under these arrangements should complete a claims form (Appendix 1), attach receipts, where possible, and return it to the Academy within two weeks of the date the expenses were incurred.

The claim will then be submitted for approval by the Chair of the Board of Trustees or Chair of Resources to be presented to the Resources Committee (which meets at least once per term) for final approval.

5. Control Measures

Claims will be subject to independent audit and may be investigated by the Chair of the Board of Trustees (or Chair of Resources in respect of the Chair of the Board) if they appear excessive or inconsistent.



Appendix 1 – Trustees' Expenses Claim Form

**Clapton Girls' Academy
Trustees' Expenses Claim**

Please complete this form and return it to the School Business Leader

Name of Claimant/Trustee: _____ (Please print in block capitals)

Date of purchase	Purchased from	Receipt attached (✓)	Description of goods	Amount

TOTAL AMOUNT OF CLAIM

£

Bank account name:

Bank account number:

Sort code:

Signature by Claimant Date

Reimbursement Approved By Chair of Board of Trustees/Chair of Resources:

Signature Date

Print Name

Reimbursement Approved By School Business Leader:

Signature Date

Print Name