

In partnership to
Educate, Nurture & Empower



Abbey Multi Academy Trust

POLICIES & PROCEDURES

Trustees' and Governors' Allowances Policy

Date Policy Approved: 07 February 2024

Approving Body: Abbey MAT Board of Trustees

Next Review Date: 07 February 2027

Previous Review Date: 01 April 2020

Trustees' and Governors' Allowances Policy

Aims

Abbey Multi Academy Trust will reimburse reasonable expenses properly incurred by its trustees and governors through carrying out their duties, excluding any expenses in connection with foreign travel.

This policy sets out the terms on which such allowances will be paid.

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

Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

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

Overview

Trustees and 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.

Trustees and governors may claim allowances by completing the Abbey MAT expenses claim form and submitting it to the Head of Governance & Compliance.

When submitting a claim for the first time, trustees/governors must provide the details of a bank account held in their own name to which payment should be made by emailing the finance team at finance@abbeytrust.org.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Trustees and 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

It is expected that Trustees and governors will wish to minimise the level of expenses claimed so that maximum resources can be applied to the core purposes of the Trust and its academies.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Joint CEOs/ Chief Financial Officer/ Principal or Headteacher (as appropriate) **before** they are incurred.

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

Travel expenses where a trustee or governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 1).

Monitoring arrangements

This policy will be reviewed every 3 years by the Board of Trustees.

Appendix 1: 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