NORTH STAR
ACADEMY TRUST

Trustee & Governor Allowances Policy

Author	Clare Bowyer	Source	The Key
Approved By	Trust Board	Status	Non-Statutory
Last Review	November 2026	Next Review	November 2028

Details of Policy Updates

Date	Details
November 2024	No changes
November 2026	Section 2 – guidance link updated
	Appendix 2 – mileage rates updated

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1. Aims

The trust board has decided to pay reasonable allowances to cover any costs that board members incur through carrying out their duties.

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 / governor on the grounds of cost.

2. Legislation and guidance

As an academy trust, we are mindful about the government's guidance on trustee expenses: what charities can pay as well as the requirements set out in the governance guide for academy trusts and the academy trust handbook.

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

3. Overview

Members of the trust / governing board 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.

Members of the trust / governing board may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Trust Finance Officer by email to: Finance@Northstar-academy.co.uk

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

Members of the trust / governing board 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

Where the claim relates to a scheduled meeting of the trust / governing board or its appointed committees, or a pre-arranged visit to school by a 'link governor' to carry out designated duties for which he/she was appointed, the activity will be deemed as approved for allowances purposes, and prior authorisation is not needed.

In all other instances approval should be obtained from the trust or local governing board chair (or vice chair in his/her absence), and evidenced by email exchange, before the activity takes place for which reimbursable costs are incurred.

The chair of the respective board (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 / governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

Appendix 1: Trustee / Governor Claim Form

Name:

Address:

Claim period:

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

Signed: _____ Date: _____

REASON FOR CLAIM	
Please provide brief details of the visit / meeting attended and / or task undertaken	
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 the Trust Finance Officer by email to: Finance@Northstar-academy.co.uk along with any relevant receipts.

The form should be submitted within one month of the expenses being incurred.

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	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p