



LIFE Education Trust

## **ALLOWANCES POLICY for MEMBERS, TRUSTEES AND LOCAL GOVERNANCE COMMITTEES**

<b>Policy</b>	Members, Trustees and LGC Allowances
<b>Policy adopted by Trust Board</b>	28.2.23
<b>Reported to LGCs for implementation following consultation</b>	20.3.23
<b>Implementation Date</b>	20.3.23
<b>Review Date</b>	March 2026
<b>Policy Source</b>	The Key Model Policy

## KEY DEFINITIONS USED IN THIS POLICY:

The Trust	LIFE Education Trust
The Board/Trustees/Trust Board	The Board of Trustees of LIFE Education Trust
School/Trust school	An Academy or school within LIFE Education Trust
Staff	All staff employed by LIFE Education Trust and working with academies, schools or units within LIFE Education Trust

All schools within the LIFE Education Trust are legally defined as academies, regardless of whether the term “school” is used to describe them in the following policy.

## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Overview .....	2
4. Monitoring arrangements .....	3
Appendix 1: claim form .....	4
Appendix 2: approved mileage rates .....	5

---

### 1. Aims

The Trustees of the Trust and their Local Governance Committees has decided to pay reasonable allowances from the Academy’s delegated budget to cover any costs that Governors, Members or Trustees 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 governor on the grounds of cost.

### 2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that the Trustees of the Trust are free to determine their own policy on the payment of allowances and expenses.

### 3. Overview

Trustees, Members 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, Members and Governors of the Local Governance Committees may claim allowances by completing a claim form (see appendix 1) and submitting it to the local School Finance Office

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

Trustees, Members 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
- › The costs of approved training courses

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Headteacher **or the Director of Operations** **before** they are incurred.

The Chair of Trustees (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, Member or Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed every 3 years by the Director of Operations. Any amendments will be presented at a meeting of the Board.

## Appendix 1: Claim form

**[School name]**

### Trustee / Member / 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: \_\_\_\_\_

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)	
<b>Total expenses claimed</b>	

This form should be submitted to the Headteacher or the Director of Operations along with any relevant receipts.

The form should be submitted within 21 days 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	45p	25p
Motorcycles	24p	24p
Electric cars	4p	4p