



Trust Board Allowances Policy

Policy in effect from: September 2023

Review Date: September 2025



Statement of intent

At Mighty Oaks Academy Trust, we are dedicated to good practice and ensuring equality through Academy processes.

This policy has been created with the aim of ensuring all members of the Trust Board receive reimbursements for any expenses where the Academy has benefitted from the individual attending in their duty.

The Trust believes that including reimbursed payment for Trust Board Members is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2020) 'Governance handbook'

Roles and responsibilities

The Head of School and Executive Leader / CEO will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

The Trust Board will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), the Trust may decide to reimburse LAC members, and associate members appointed by the Trust Board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. You must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which LAC and Trust Board members may make a claim will be agreed by Head of School or Executive Leader in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the Head of School or Executive Leader / CEO following submission of a claim form evidenced with receipts. Any payments will only be authorised if the Head of School or Executive Leader / CEO has deemed the circumstances to be beneficial to the Trust and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

Expenses eligible for reimbursement

LAC and Trust Board Members will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Head of School or Executive Leader / CEO:

Travel (no subsistence will be considered)

- Claims for expenses may be made for travel between the claimant's household and the Academy, which will not exceed the annual level of mileage rates published by [HMRC](#)
- The nature of the visit must be specific to their role on the board, e.g. meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.

- The costs of parking for pre-agreed business away from the Trust, where necessary, will be refunded only upon production of a valid, dated receipt.

Childcare

- In cases where a LAC or Trust Board member does not have a spouse or family member to care for a child when they must attend meetings relating to the work of the Board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £30.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where they must be absent due to their governing duties.

Specific needs

- LAC or Trust Board members may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which they can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a LAC or Trust Board member is unable to use the Trust's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the Trust may decide to reimburse in other instances; however, this must be agreed in advance by the Head of School or Executive Leader / CEO.

No claims will be considered for remote attendance at meetings or free online training.

Procedure for claiming expenses

LAC and Trust Board Members should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the Chief Financial Officer via the School Office. The Head of School or Executive Leader / CEO will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the Head of School or Executive Leader / CEO. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the Head of School or Executive Leader / CEO may refuse requests.

Claims can be made using the form in [Appendix A](#).

Monitoring and review

This policy is reviewed every two years by the Trust Board and the Executive Leader / CEO.

Appendix A – LAC and Trust Board Member’s Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section one

Name:		Date
Date of expenditure	Details of expenditure	Claim
Total claim		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of Claimant		Date
Signature of Approver		Date
Reimbursed by (name)		Date

Section two

Duty of service	
Name	
Amount received (£)	
Signature	
Date	