



# THAMES LEARNING TRUST

Name of Policy	Trustee Allowances
Scope of Policy	This policy applies to all Members and Trustees of The Thames Learning Trust
Approved by	Chief Executive Officer
Date of Approval	January 2021
Review period	One Year
Review Date	January 2022

GROWING STRONGER TOGETHER



# THAMES LEARNING TRUST

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### 1. Aims

The board of trustees has decided to pay reasonable allowances from the trust’s delegated budget 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 on the grounds of cost.

### 2. 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.

### 3. Overview

Members and trustees 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 Thames Learning Trust board may claim allowances by completing a claim form (see appendix 1) and submitting it to Jon Reekie, Chair of the Board, The Thames Learning Trust. For The Chair of the Board this will be submitted to Richard Kearsley, CEO, The Thames Learning Trust and counter signed by the Chair of the Chair of the Audit, Finance and Resource Committee.

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

Members and trustees 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

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the Trust Board or CEO for the Chair of the Trust Board **before** they are incurred.

The chair of the board 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 member or trustee 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 annually by Chief Executive Officer.

## Appendix 1: Trustee claim form

### The Thames Learning Trust

#### Trustee 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 Richard Kearsey, CEO, The Thames Learning Trust along with any relevant receipts.

The form should be submitted within seven 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
Bikes	20p	20p