



APPENDIX 2

Trustees Allowances Policy

This policy was approved and ratified by the Finance and Resources Committee
of Cox Green School

on 14th November 2023

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/12	28/02/12	Sept 2012
1.1	Full Governing Body	9/10/12	9/10/12	Sept 2013
1.2	Full Governing Body	15/10/13	15/10/13	Sept 2014
1.3	Full Governing Body	21/10/14	21/10/14	Sept 2015
1.4	Full Governing Body	20/10/15	20/10/15	Sept 2017
1.5	Full Governing Body	17/10/17	17/10/17	Sept 2020
1.6	Full Governing Body	06/10/20	06/10/20	Oct 2023
1.7	Finance & Resources Committee	14/11/23	14/11/26	Oct 2026



It is illegal for Trustees to receive any remuneration for their work as trustees, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of Trustee of the academy.

It is right however for Trustees to not be out of pocket as a result of their duties.

The Board of Trustees plays a key role in the success of the Academy and individual Trustees should not be deterred from playing their full part because of incidental costs. Therefore, the school will reimburse the following expenses may be claimed (using the Academy's official Reimbursement of Trustees Expenses claim forms):

- Car mileage allowance (at Inland Revenue Authorised Mileage Rate currently 45p per mile);
- Motorcycle allowance (at Inland Revenue Authorised Mileage Rate currently 24p per mile);
- Public Transport Costs (actual cost incurred);
- Bicycle allowance (at Inland Revenue Authorised Rate);
- Meals (reasonable and necessary costs incurred);
- Childcare or care for a dependent (actual cost incurred);
- Support for Trustees with special educational needs (e.g. audio equipment) (actual cost incurred);
- Telephone Calls, copying, stationery etc. (actual cost incurred).

The Board of Trustees will monitor, evaluate and review these payments annually.

Claims should normally be made within three months from when the expense was incurred and should be supported by receipts and records of journeys undertaken.

An expenses claim form is available from the Finance Office and once completed should be submitted to the Finance Officer for payment.