



BEACONSFIELD HIGH SCHOOL

TRUSTEE ALLOWANCES

Beaconsfield High School

Trustees Allowances Policy

1.	Introduction	2
2.	Allowances	3
3.	Arrangements for making claims	3
4.	Mileage Rates, as per the HMRC approved rates and Subsistence	3
5.	Appendix 1: Sample Trustees’ Expenses Claim Form	4

1. Introduction

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Trustees for certain allowances which they incur in carrying out their duties.

The School believes that paying Trustees' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

All Trustees of the School will be entitled to claim the actual costs, which they incur, providing the allowances are incurred solely in carrying out their duties as a Trustee or representative of the school.

2. Allowances

Trustees will be able to claim for the following:

- The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for school staff
- Travel and subsistence costs, payable at the specified rates for academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
- Telephone charges, photocopying, stationery, postage etc.

Trustees will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

The **Governing Board acknowledges that** Trustees may not be paid attendance allowance and Trustees may not be reimbursed for loss of earnings.

3. Arrangements for making claims

Trustees wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the school) on a termly basis, attaching receipts in all cases, and return it to the school where they will be submitted for approval to the Chair of Trustees. Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent.

4. Mileage Rates, as per the HMRC approved rates and Subsistence

This will only be paid where overnight accommodation has been exceptionally agreed.

Date last reviewed:	September 2026
Next review date:	September 2027
For review by:	FGB

5. Appendix 1: Sample Trustees' Expenses Claim Form

Name:	Academy:
Address:	Date:
Post Code:	Claim for Spring/Summer/Autumn term <i>(please delete as applicable)</i>

Expense	Cost
Travel to meetings by public transport	
Travel to meetings by car Miles claimed at HMRC rates (55p/mile – as at 2026)	
Travel/subsistence to national meetings or training events/courses	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for Trustees with special needs	
Support for Trustees whose first language is not English	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

I claim the total sum of £ _____ for Trustee expenses as detailed above. I attach all relevant receipts to support my claim.

Signed: _____

Date: _____