



# Great Marlow School

*Excellence • Compassion • Integrity*

## Trustee Allowances

Recommended by the Leadership Team:

November 2023

Approved by Policies Sub Committee:

November 2023

Planned to be Approved by the Board of Trustees:

December 2023

Review Due:

Autumn Term 2024

Indicate as appropriate:

☒ There **has been** a change to the previous policy.

or

There has not been a change to the previous policy.

## **1. INTRODUCTION**

All Trustees and Members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Board and its committees, undertaking development and otherwise acting on behalf of the Board. N.B. Trustees may not claim for actual or potential loss of earnings or income.

## **2. FINANCIAL SYSTEMS**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

## **3. CRITERIA FOR CLAIMS**

- All claims must be submitted to the Headteacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, taxi receipts, till receipts.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

## **4. ELIGIBLE EXPENSES**

**Categories of eligible expenditure are as follows:**

- Care arrangements for children (child care or babysitting expenses), where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

## 5. ALLOWANCE RATES

Rates at which allowances are payable are as follows:

EXPENDITURE	RATES PAYABLE
Care Arrangements	Actual costs incurred, up to a maximum of [*]
Support for Special Needs	Extra costs incurred as a result
Support if English is not first language	Extra costs incurred as a result
Telephone, Postage etc.	Actual costs incurred
Travel - Mileage	In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles.
Travel - Public transport	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed [*] per journey.
Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

[\*] The Board may vary these rates to meet their particular circumstances. It is suggested that rates for Care Arrangements are £10.42 per hour in line with the current Living). For travel by taxi the maximum cost per journey might be £10.00. These rates must be agreed at a Full Board Meeting.

## 6. REVIEW

This policy will be reviewed annually by the Board of Trustees.