



DANESMEAD, FULFORD CROSS, YORK YO10 4PB
TEL: (01904) 654983

YORK STEINER SCHOOL

TRUSTEES' ALLOWANCES

POLICY

Approved by: Board of Trustees

Date: January 2024

Last reviewed on: January 2024

Next review due January 2025
by:

AIM

The Board of Trustees has decided to pay reasonable allowances from the school's delegated budget to cover any costs that 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.

OVERVIEW

This Board of Trustees has agreed that Trustees will be able to claim out of pocket expenses, without any profit being gained, whilst carrying out their responsibilities as a Trustee, for example, expenses incurred whilst attending a training course, a meeting or conference. Members of the Board of 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 Board of Trustees may claim allowances by completing a claim form (see appendix 1) and submitting it to the Headteacher. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. Members of the Board of Trustees may claim for:

- a. Childcare
- b. Care for elderly or dependent relatives
- c. Extra costs incurred because they have a special need or English as a second language
- d. Travel and subsistence costs
- e. Telephone charges, photocopying, postage, stationery, etc.
- f. 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 Trustees (or the vice-chair, where appropriate) before they are incurred. Claims will be signed off by the Chair of Trustees (or the vice-chair, where appropriate), checked and processed by the school finance manager and then signed off by the headteacher. The Chair 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 governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2). Trustees will be reminded of this policy at the first Full Trustees Meeting of every academic year and copies are available from the headteacher.

TRUSTEE EXPENSES CLAIM FORM

Name: _____

Address: _____

Claim period: _____

I claim the total sum of £_____ for trustee 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)	
Total Expenses Claimed	

This form should be submitted to the Headteacher along with any relevant receipts. The form should be submitted **within one month** of the expenses being incurred.

Signed _____ (Headteacher) Date: _____

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
Electric Cars	4p	4p