

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 36

# PAYMENT OF TRUSTEES' EXPENSES

Date approved by Board of Trustees	16/07/2024
Next review due:	Academic Year 2026 - 2027
Policy review cycle:	Every 3 Years
Policy Owner:	Business Manager

**Vision Statement**

***We, the staff and governors, aspire  
to ensure that all our students,  
irrespective of ability  
and regardless of anyone's doubts,  
achieve their potential in full;  
and we aspire in this way to make Thomas Mills High School  
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

## 1. DUTIES TO WHICH THE SCHEME APPLIES

This Scheme applies to expenses necessarily incurred by any Trustee acting as such in the performance of any of the following duties :

- (a) attendance at any formal meeting of the Academy Trust or of any committee, sub-committee or panel thereof;
- (b) attendance at the school to visit a department in the capacity of a link Trustee;
- (c) attendance at any Trustee training event or conference approved by the Trustees;
- (d) any attendance required of the Trustee as a witness for the Trustees in any legal proceedings to which the Trustees are a party;
- (e) any other duty specifically approved by the Trustees for the purposes of this Scheme, although Trustees shall not approve the payment of any expenses for foreign travel.

## 2. EXPENSES WHICH MAY BE CLAIMED

2.1 Travel by Private Car – The rate of payment for travel by a Trustee’s own vehicle shall be at the rate approved for payment to members of staff at the time of the relevant journey. This rate is set so as not to exceed HM Revenue and Customs Authorised Mileage Rate. The mileage which can be claimed is the distance by a direct route between home and the place where the duty is performed or, if that is shorter, the actual distance travelled.

2.2 Travel by Rail, Bus or Taxi – The cheapest available rail/bus and/or taxi fare may be claimed if that mode of transport is reasonably necessary for the performance of any duty. However, for Trustees with their own private cars this would only apply to duties not located at the School, unless they live out of county.

2.3 Subsistence – Reasonable out-of-pocket expenses may be claimed for subsistence in the course of any duty not located at the School, the amount not to exceed the rate specified by the Secretary of State under Section 174 of the Local Government Act 1972. The Academy Trust will on appropriate occasions provide refreshments at meetings, the cost being charged to the School budget as Trustees’ expenses.

2.4 Care Costs – Fees may be claimed if reasonably and necessarily incurred for childcare, baby-sitting or care of a dependant relative specifically to enable a Trustee to perform any duty to which the Scheme applies.

2.5 Other Expenses – The School Office may be used for telephone calls relating to Trustees’ duties. Such calls made from home may be the subject of a claim if supported by an itemised telephone bill. Stationery may be obtained from the School Office and the School’s internal distribution, postal and photocopying services used for communications on School business.

## 3. ADMINISTRATION

3.1 Claims should be made on a form (see Appendix) and should be supported by receipts wherever practicable.

3.2 Each completed claim shall be referred to the Chairman of Trustees for certification that it appears to be reasonable and authorised by this Scheme. Any claims made by the Chairman will be certified by the Headteacher.

3.3 Payment of claims so certified will be made through the School Office, where records shall be kept and submitted for audit.

3.4 Each Trustee on appointment or election will be made aware of this Scheme.

Appendix:  
**Trustee Expenses Claim Form**

Name of Trustee: ..... (BLOCK CAPITALS)

Claim for expenses in respect of [please state activity, date(s), venue]

*Please complete those parts of the claim form that are applicable and leave other items blank.*

**PART 1 : TRAVEL EXPENSES.**

**Travel by Private Car:** Mileage travelled = ..... *[to be reimbursed at current approved mileage rate]*

**Travel by Rail, Bus or Taxi:** Amount expended = £..... [please attach receipts/tickets]

[Please consult the Policy for the method of calculating mileage and for when travel by rail, bus or taxi may be claimed.]

**PART 2 : OTHER EXPENSES.**

**Subsistence expenses** *(only for duties not located at the school)*

Amount expended = £..... [please attach receipts]

**Care Costs**

Amount expended = £..... [please attach receipts]

**Calls from own telephone relating to Trustees' duties**

Amount expended = £..... [please attach itemised telephone bill]]

**DECLARATION:**

I declare that the expenses claimed above have all been incurred by me in the performance of my duties as a Trustee of the School and in accordance with the Academy Trust's Policy.

Signed: ..... Date: .....

**CERTIFICATION BY CHAIR OF TRUSTEES/HEADTEACHER:**

I am satisfied that this is a legitimate and reasonable claim under the terms of the Academy Trust's Policy and authorise payment.

Signed: ..... Date: .....