TRUSTEE AND MEMBERS' ALLOWANCES POLICY 2026-28

Approved by: Trustees: January 2026

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Version 1.0

CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

Trustee and Members' Allowances Policy

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

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

Trustees and Members of Cleeve School will be entitled to claim the actual costs, which they incur as follows:

Trustees and Members will be able to claim the following allowances providing the allowances are incurred in carrying out their duties, as a Trustee, Member, or representative of Cleeve School, and are agreed by the Board of Trustees as justified before any reimbursable costs are incurred.

- Childcare or baby-sitting 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 cost of travel relating only to travel to meetings/training courses at the prevailing HMRC mileage rate which does not exceed the specified rates for school personnel;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Board of Trustees at Cleeve School acknowledges that Trustees and Members may not:

- Be paid attendance allowance;
- Be reimbursed for loss of earnings; and
- Be reimbursed for the expenses in relation to foreign travel.

Trustees and Members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance Office or Governance Officer), attaching receipts, and return it to the school within two weeks, when they will be submitted for approval by the Chair of the Board of Trustees or the Executive Head for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of the Board of Trustees (or the Vice-Chair in respect of the Chair of Board of Trustees) if they appear excessive or inconsistent.

This Policy will be reviewed by the Board of Trustees on a regular basis.