



Guilbsborough Academy

Guilbsborough Multi Academy Trust



GUILSBOROUGH MULTI ACADEMY TRUST
TRUSTEE AND MEMBERS ALLOWANCES AND EXPENSES POLICY

Policy Name	Trustee and Members Allowances and Expenses
Committee	Finance, Audit and Risk Committee
Owner	Chief Financial Officer / Governance Professional
Statutory	Yes - Academy Trust Handbook
Authorisation	Board of Trustees

Date Ratified	Review Date
October 2026	October 2027



Version	Date	Author	Changes
V1	4/9/23	JBE	Initial issue
V2	4/10/25	JBE	Update ATH paragraph
V3	11/08/26	KEA	Aligned with the Key recommended structure

Legislative Compliance:
Trust Articles of Association 2022 (paragraph 6.5)
Academy Trust Handbook 2025 (paragraph 5.35 and 5.36)



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1. Aims

Guilsborough Multi Academy Trust has decided to pay reasonable allowances from the Trust's delegated budget to cover any costs that Trustees or Members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid and aims to ensure a fair and consistent approach to the payment of allowances and the reimbursement of expenses incurred.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a Trustee or Member on the grounds of cost.

2. Legislation and Guidance

This policy complies with our Articles of Association, with particular reference to paragraph 6.5 of the Articles of Association which stated that *'a Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by them when acting on behalf of the Academy Trust but excluding expenses in connection with foreign travel.'*

3. Allowance / Expense Claims

Members and Trustees may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the Trust board may claim reasonable costs for:

- Childcare
- Care for elderly or dependent relatives.
- Extra costs incurred because they have a medical need or disability or speak English as an additional language.
- Travel and subsistence costs.
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances as agreed by the Board.

4. Ineligible Expenses

Trustee may not:

- Be paid for any attendance allowance.
- Be reimbursed for:
 - Any loss of earnings
 - Travel or accommodation cost for spouses, partners, or family members.



- Excessive costs – for example, on travel
- Telephone or other communication cost for business unrelated to carrying out their duties.
- Cost of training or of training materials that are unrelated to their duties (including those relating to the trustee's professional or academic interests)

5. Procedure for claiming.

Allowances may be claimed by completing a Trust Expenses claim form (available from the Trust shared drive) and submitting it to the Trust Finance Team (accounts@guilfbrough.northants.sch.uk) or Governance Professional.

Allowances will only be paid on the provision of a receipt or e-receipt and will be limited to the amount shown on the receipt.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Board or committee before they are incurred.

Travel expenses where a Trustee or Member uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates as detail on the gov.uk website: [Travel — mileage and fuel rates and allowances - GOV.UK](https://www.gov.uk/travel-mileage-and-fuel-rates-and-allowances)

6. Monitoring Arrangements

The Chair (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

This policy will be monitored and reviewed annually by the finance audit and risk committee; any amendments will be presented at a meeting of the full trust board.