



Transform Trust Trustee Allowances Policy

Trustees Allowances Policy

The Trustees of Transform Trust have agreed not to pay Board Members allowances, which are incurred when carrying out their duties. Trustees may however review this decision and decide to pay reasonable allowances. At a time when Trustees decide to pay allowances, 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.

Legislation and Guidance

- The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that Boards in academies are free to determine their own policy on the payment of allowances and expenses.
- Charity Commission: Trustee expenses and payments (CC11)

This Policy complies with our Funding Agreement and Articles of Association.

Overview

Members of the Trust Board 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 Trust Board may claim allowances by completing a claim form and submitting it to the Company Secretary.

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 governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- 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 the Board **before** they are incurred.

The Chair of the Board (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 Board member uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix).

Monitoring and Review of this Policy

This policy will be reviewed annually by the Trust Board. Any amendments will be presented at a meeting of the Trust Board.

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
Bikes	20p	20p