



**The STAR**  
MULTI ACADEMY TRUST

TRUSTEE, MEMBER and GOVERNOR EXPENSES POLICY

Approved by The STAR Multi Academy Trust Board: November 2018

For Review: October 2020

## **Members, Trustees and Governors Allowances Policy**

- 1 Payments to Members, Trustees and Governors
  - 1.1 School governance in England is rooted firmly in the principle of voluntary service. The government is committed to maintaining and promoting this principle for board members of both academies and maintained schools. This is in line with charity law and corporate governance practice in other parts of the public sector.
  - 1.2 There are limited, specific, circumstances in which individuals serving as board members can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school or academy.
- 2 Board Members allowances and expenses
  - 2.1 The law (1) allows boards in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the board to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.
  - 2.2 Boards in academies are free to determine their own policy on the payment of allowances and expenses. In this regard, The STAR Multi Academy Trust adopts the principles allowed by the law for maintained schools (2.1 above).
  - 2.3 So long as payments reimburse actual expenditure they are not taxable. However, tax liabilities may arise on mileage payments if board members are paid more than the Inland Revenue approved mileage rates, which currently stand at 45p per mile.
  - 2.4 Claims may be submitted on claim forms devised by the Trust for this use.
  - 2.5 All planned expenditure should be agreed by the Chair of Trustees in advance of making a claim, and all claims should be approved by the Chair of Trustees. In the case of claims made by the Chair of Trustees, these should be approved by the Vice Chair of the Trustee Body.
- 3 Rates at which allowances are payable are as follows:
  - 3.1 For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;

3.2 HMRC Allowable mileage rates per business mile (2016/17)

<b>Type of vehicle</b>	<b>First 10,000 miles</b>	<b>Above 10,000 miles</b>
Cars and vans	45p (40p before 2011 to 2012)	25p
Motor cycles	24p	24p
Bikes	20p	20p