



**Cherry Tree Trust**

Firbank Road, Manchester, M23 2YH Tel: 0161 437 2872

# Trustee & Governors' Allowances Policy

Approved by: The Trustees

Date: 17.07.2023

Last reviewed on: February 2026

Next review due by: February 2027

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## 1. Aims

The Trust Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that Trustee board members or Governors incur through carrying out their duties.

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 governor on the grounds of cost.

## 2. Legislation and guidance

For academies, including free schools:

The [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses..

## 3. Overview

Members of the Trust/Governing Body 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/Governing Body Board may claim allowances by completing a claim form (see appendix 1) and submitting it to the School Business Manager, at Newall Green Primary School, Firbank Road, Newall Green, Manchester, M23 2YH, or via email to [admin@newallgreen.manchester.sch.uk](mailto:admin@newallgreen.manchester.sch.uk)

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:

- 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 governing body **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to Audit through the independent audit process.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

## 4. Monitoring arrangements

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

## Appendix 1: governor claim form

### Newall Green Primary School

#### Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to The School Business Manager at Newall Green Primary School, Firbank Road, Newall Green, Manchester, M23 2YH or via email at [admin@newallgreen.manchester.sch.uk](mailto:admin@newallgreen.manchester.sch.uk) along with any relevant receipts.

The form should be submitted within two weeks of the expenses being incurred.

## Appendix 2: 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