



APPENDIX 2

Trustees Allowances Policy

This policy was approved and ratified by the Finance and Resources Committee
of Cox Green School

On 22nd September 2026



Revision Overview

Version	Area
1.8	1.2, 3.1,



1. It is illegal for Trustees to receive any remuneration for their work as Trustees, other than payment of all reasonable out-of-pocket travel, accommodation, or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of Trustee of the academy.
 - 1.1 It is right, however, for Trustees not to be out of pocket as a result of their duties.
 - 1.2 The Board of Trustees plays a key role in the success of the Academy, and individual Trustees should not be deterred from playing their full part because of incidental costs. Therefore, the school will reimburse the following expenses that may be claimed (using the Academy's official Reimbursement of Trustees Expenses claim forms):
 - Car mileage allowance (at Inland Revenue Authorised Mileage Rate currently 55p per mile);
 - Motorcycle allowance (at Inland Revenue Authorised Mileage Rate currently 24p per mile);
 - Public Transport Costs (actual cost incurred);
 - Bicycle allowance (at Inland Revenue Authorised Rate);
 - Meals (reasonable and necessary costs incurred);
 - Childcare or care for a dependent (actual cost incurred);
 - Support for Trustees with special educational needs (e.g. audio equipment) (actual cost incurred);
 - Telephone calls, copying, stationery etc. (actual cost incurred).
 - 1.3 The Board of Trustees will monitor, evaluate and review these payments annually.
 - 1.4 Claims should normally be made within three months of when the expense was incurred and should be supported by receipts and records of journeys undertaken.
 - 1.5 An Expenses claim form is available from the Finance Office, and once completed, should be submitted to the Finance Officer for payment.
2. **Communication of Policy**
 - 2.1 The Policy is published on the school website and the Staff Intranet.
3. **Review of Policy**
 - 3.1 This policy shall be reviewed every three years by the Finance & Resources Committee.



4. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/12	28/02/12	Sept 2012
1.1	Full Governing Body	9/10/12	9/10/12	Sept 2013
1.2	Full Governing Body	15/10/13	15/10/13	Sept 2014
1.3	Full Governing Body	21/10/14	21/10/14	Sept 2015
1.4	Full Governing Body	20/10/15	20/10/15	Sept 2017
1.5	Full Governing Body	17/10/17	17/10/17	Sept 2020
1.6	Full Governing Body	06/10/20	06/10/20	Oct 2023
This policy was delegated to the Finance & Resources Committee in November 2023				
1.7	Finance & Resources Committee	14/11/23	14/11/23	Sep 2026
1.8	Finance & Resources Committee	22/09/26	22/09/26	Sep 2029