

## Testwood School

### Name of Policy: Trustees' Expenses Policy

Key Responsibility area:	CC
Last Review:	February 2026
Next Review:	February 2027

#### Revision History

Version	Date	Amendments	Initials
V1.0	06.06.18	Bullet point 4: Remove the following text "maximum 20 miles" Remove following text "any one meeting, except training sessions run by Hampshire Governor Services"	AJ
V2.0	13.11.20	References to "Governor" amended to "Trustee"	VF
V3.0	17.11.22	Location of Trustees Expense form added	JB
V3.1	10.11.22	Revision dates updated	JB
V3.2	18.02.26	Detail of allowances claimable, last bullet point. "claims will be made at the end of the month by bank transfer" amended to "Reimbursement, for claims will be made at the end of the month by bank transfer"	CC
V3.3	18.02.26	Mileage claims added for Electric Cars, Motorbikes, carrying additional passengers and bicycles as per HMRC Authorised Mileage Rates	CC

#### Principles

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 1999 which give Trustee Boards the discretion to pay allowances from the school budget to trustees for certain expenses which they incur in carrying out their duties. Testwood School Trustee Board believes that paying trustees' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as trustees for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective

#### Detail of allowances claimable:

- All trustees are entitled to claim the actual costs which they incur in attending meetings of the trustee board, its committees or Hampshire Governor Services training sessions as follows:

- Childcare or babysitting expenses (excluding payments to a current/former spouse or partner and other than done by a resident and responsible person at the home address).
- Care arrangements for an elderly or dependant relative (excluding payments to a current/former spouse or partner).
- The costs of travel from their home or place of work (as appropriate) by the least expensive means possible.

1. Travel by private car will be allowable at 45p per mile in connection with school business. (HMRC Authorised Mileage Rate)
2. Travel by electric car will be allowable at 45p per mile in connection with school business. (HMRC Authorised Mileage Rate)
3. Travel by Motorbike will be allowable at 24p per mile in connection with school business (HMRC Authorised Mileage Rate)
4. Travel by Bicycle will be allowable at 20p per mile in connection with school business (HMRC Authorised Mileage Rate)
5. An additional 5p per mile can be paid if the trustee carries one or more fellow trustees/employees on the same business journey.

- Trustees will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Trustee Board: The extra costs they incur in performing their duties either because they have special needs or because English is not their first language; travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source.

- The costs of stationery, photocopying, postage and telephone calls are not allowable. Trustees can use the school photocopier for trustee business; further assistance with office services can be sought from the administration office, subject to the other demands of staff time.

- Trustees wishing to make claims under these arrangements should complete a claims form (downloadable from the trustee section of the Governor Hub), attaching receipts where possible, and return it to the school within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Trustees/Chair of Finance. Claims will be subject to independent audit and may be investigated by the Chair of Trustees if they appear excessive or inconsistent.

- A trustee cannot approve their own expenses.

- Claims should be submitted by 20th of the month. Reimbursement for claims will be made at the end of the month by bank transfer

This policy was approved by the Trustee Board and will be reviewed annually

Date Policy Agreed: Nov 2022

Date of review: Feb 2026

Caring | Inclusive | Ambitious



Signature of Chairman of Trustees: Date: